

PaperCut Web Print

First, save your documents as a PDF in **Word**  or **Excel** . File > Save as Adobe PDF.

Click the link on the right and log in with your DoE ID e.g. james.smith7 – <http://10.182.132.38:9191/user>.



PaperCutNG

Summary

Username	cpalmer (Palmer, Chris)
Balance	\$8.90
Total print jobs	446
Total pages	3,219

Activity

Balance history for cpalr

Click on the **Web Print** tab on the left of the screen then click **Submit a Job**.

Summary
Rates
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Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
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Select the printer, **Colour** or **Black & White**. Then click **Print Options and Account Selection** and select the number of copies you'd like. Then click **Upload Documents**.

Printer Name ▲	Location/Department
<input checked="" type="radio"/> 85v7dip000sf002Library Black and White - CR0043 - HP LaserJet color CP5225dn	CR0043
<input type="radio"/> 85v7dip000sf002Library Colour - CR0043 - HP LaserJet color CP5225dn	CR0043

« Back to Active Jobs

[2. Print Options and Account Selection »](#)

Select your PDF documents. Then click **Upload and Complete**

1. Printer 2. Options 3. Upload

Select documents to upload and print

[Upload from computer](#)

The following file types are allowed:

Application / File Type	File Extension(s)
PDF	pdf
Picture Files	bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

« 2. Print Options

[Upload & Complete »](#)