


Mobile printing

Web printing procedure

This procedure describes the instructions to print with the PaperCut Web Application from a personal device or a self-service computer.

1. How to print?

1. Connect to the address <https://papercut.iheid.loc/user> using your IHEID IT account:



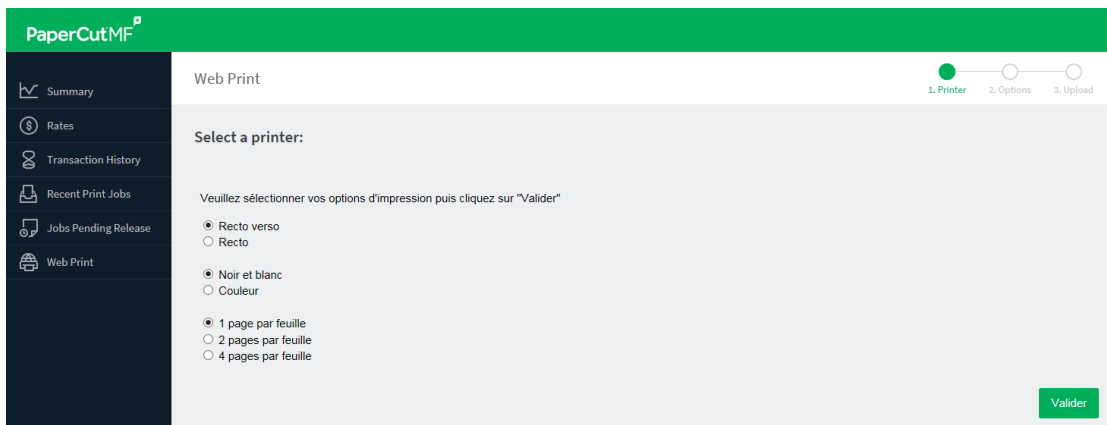
2. From the “Web Print” Menu, click on « Submit a Job »:



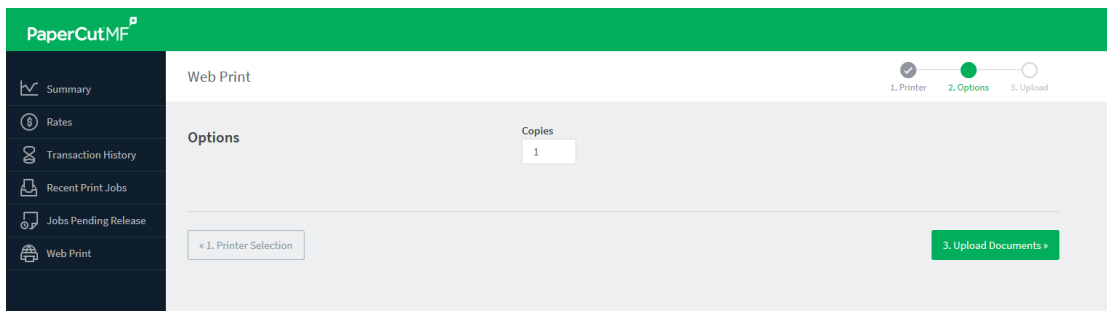
SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Aug 29, 2018 10:39:48 AM	papercut/papercut_DS-BW-1PPS	IHEID_Projet_MFP_-_PLANNING_SURV.xlsx	19	1.450 CHF	Held in a queue

NB: Pending jobs are also available on this screen.

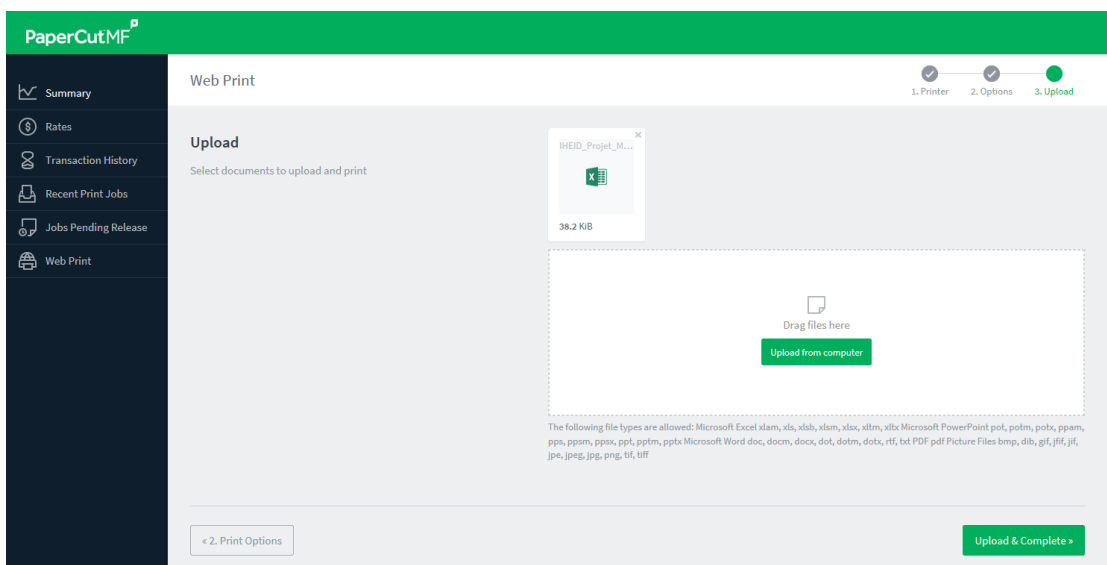
3. Choose the desired options and click on « Valider »:



4. Choose the copies number and click on « Upload Documents »:



5. Select the document to print, either:
- using the « Upload from computer » button
 - drag and drop function.
- Click on « Upload & Complete »



6. Back on the « Web Print » page, check your print job status:

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Aug 29, 2018 10:38:48 AM	papercut/papercut_DS-BW-1PPS	IHEID_Projet_MFP_-_PLANNING_SUIVLaixe	19	1.450 CHF	Held in a queue

When the status is « Held in a queue », go and get your printing on any copier with your badge.

2. PaperCut Web Application main functions

- **Summary:** dash board that displays credit balance (only for paid printing) and statistics about the connected user's printings:

- **Recent Print jobs:** list of recent terminated print jobs:

DATE	CHARGED TO	PRINTER	PAGES	COST	DOCUMENT NAME	ATTRS.	STATUS
Aug 17, 2018 11:20:18 AM	smbstutt	papercut/papercut_DS-BW-1PPS	1 (Color:0)	0.100 CHF	Capture.JPG	A4 (ISO_A4) Duplex:Yes	Cancelled Not Charged
Aug 17, 2018 11:14:53 AM	smbstutt	papercut/papercut_DS-BW-1PPS	1 (Color:0)	0.100 CHF	card.txt	A4 (ISO_A4) Duplex:Yes	Cancelled Not Charged
Aug 17, 2018 11:11:08 AM	smbstutt	papercut/papercut_DS-BW-1PPS	4 (Color:0)	0.300 CHF	Bilan compétences IT v2.docx	A4 (ISO_A4) Duplex:Yes	Cancelled Not Charged

- **Jobs Pending Release:** list of pending jobs sent to the server and held in a queue:

The screenshot displays the 'Jobs Pending Release' page in the PaperCutMF interface. On the left is a dark sidebar with navigation options: Summary, Rates, Transaction History, Recent Print Jobs, Jobs Pending Release (selected), and Web Print. The main content area has a green header with the PaperCutMF logo. Below the header, the title 'Jobs Pending Release' is shown. The status indicates '1 job pending release with cost 0.300 CHF' and 'Your balance: 261.025 CHF'. There is a checkbox for 'Auto refresh (5s)' and a 'Refresh Now' link. A table lists the pending job with the following data:

SUBMIT TIME	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Aug 29, 2018 5:04:22 PM	papercut\papercut_DS-BW-1PPS	it&l_257_mobile_printing_fr.docx	Impression Web	4	0.300 CHF	[cancel]

NB: a print job can also be deleted from this screen before its recovery on the copier.