## WiFi Printing

To access WiFi Printing enter your username and password: https://webprint.ccny.cuny.edu

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Pap	erCut	<b>I</b> G	
Username	username000		
Password	•••••		
Language	English	\$	
		Lo	g

Please note that all WiFi Printing documents must now be in PDF format.

Pick up all jobs in the TECH Center NAC 1/301

Office of Information Technology servicedesk@ccny.cuny.edu

Fall 2016



PaperCut NG	After login check in Summary to see if your user name is correct.		
<b>6</b>	Summary		You can see your printing history and the balance of your
Summary	Username	student000 ( student user )	account.
Transaction History	Balance	953	Click 'Web Print' to continue.
Recent Print Jobs	Total print jobs	54	
Jobs Pending Release	Total pages	65	
Web Print			
Log Out	Activity		



2	PaperCutNG								In 'Web Print':
		We	eb Print						continue.
	Summary Rates Transaction History Recent Print Jobs	Wel use click	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.						
	Jobs Pending Release		Submit Time	Printer	Document Name	Pages	Cost	Status	
	Web Print Log Out	No	active jobs						



3 PaperCutNG	In 'Web Print': 'Options'
Web Print     Summary     Rates     Transaction History     Recent Print Jobs     Jobs Pending Release     Web Print     Log Out         * 1. Printer Selection         * 1. Printer Selection	Check number of copies you want to print Click 'Upload Documents' to continue.



4	PaperCutNG		In 'Web Print': 'Upload'
		Web Print	Drag and drop your . <u>PDF</u>
	Summary Rates Transaction History	1. Printer 2. Options 3. Uploed	formatted document into the upload box.
	Recent Print Jobs Jobs Pending Release Web Print Log Out	Select documents to upload and print	
		Application / File Type File Extension(s)   PDF pdf   Picture Files pmp, alb, gir, jir, jpe, jpeg, jpg, png, tir, tilf   « 2. Print Options Upload & Complete *	



5	PaperCutNG		In 'Web Print': 'Upload'
		Web Print	After you have uploaded your file
	Summary Rates Transaction History Recent Print Jobs Jobs Pending Release	Select documents to upload and print 1. Printer 2. Options 3. Upload	Click 'Upload & Complete' in menu to continue.
	Web Print Log Out	M test.pdf M test.pdf 11.6 KiB remove Upload from computer The following file types are allowed:	
		Application / File SystemsFile Extension(s)PDFpdfPicture Filesbmp, dib, gif, jif, jpe, jpeg, jpg, png, tif, tiff	
		« 2. Print Options  Upload & Complete »	

# WiFi Printing

https://webprint.ccny.cuny.edu

## PaperCutNG 6 In 'Web Print': Check if upload is complete and file is correct. Web Print Click 'Jobs Pending Release' in menu to continue. Summary Web Print is a service to enable printing for laptop, wireless and unauthenticated Rates users without the need to install print drivers. To upload a document for printing, click Submit a Job below. Transaction History **Recent Print Jobs** Submit a Job » Jobs Pending Release Submit Time Printer Document Name Pages Cost Status Web Print Aug 19, 2016 10:42:33 AM papercutp\wifiprinter M test.pdf Submitting Log Out



$\bigcirc$	PaperCutNG									In 'Jobs Pending Release': under 'Action'
	Summary Rates Transaction History	JC 1 ja You Ref	bbs Pending Release b pending release with cost 1 ir balance: 953			✓ Auto refresh (50) Refresh Now [cancel]'.			Click action desired: '[print] or [cancel]'.	
	Recent Print Jobs		Submit Time V	Printer	Document	Client	Pages	<u>Cost</u>	Action	
	Jobs Pending Release Web Print	C	) Aug 19, 2016 10:42:41 AM	papercutp\wifiprinter	M test.pdf	Web Print	1		[print] [cancel]	
	Log Out									



In 'Web Print':

## PaperCutNG

If you clicked 'print', the status will say 'Queued...' this means Web Print the document was sent to the printer. Summary Web Print is a service to enable printing for laptop, wireless and unauthenticated You can either go to 'Web Print' users without the need to install print drivers. To upload a document for printing, section or to 'Recent Print Jobs' click Submit a Job below. Transaction History to confirm if it's printed **Recent Print Jobs** Submit a Job » **Jobs Pending Release** Document Submit Time Printer Pages Cost Status Name Web Print

Log Out

Rates

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Finished: Queued for Aug 19, 2016 10:42:33 papercutp\wifiprinter M test.pdf 1 AM printing



### PaperCutNG In 'Recent Print Jobs': 9 You can confirm if that your Jobs Pending Release documents has been printed Summary in the 'Recent Print Jobs' view. 1 job pending release with cost 1 Auto refresh (50) Refresh Now Rates Your balance: 953 Transaction History Release All Cancel All Recent Print Jobs Submit Time Printer Document Client Pages Cost Action Jobs Pending Release Aug 19, 2016 10:42:41 AM 1 1 [print] [cancel] papercutp\wifiprinter M test.pdf Web Print Web Print Log Out LETTER (ANSI\_A) Log Out Duplex: Yes Grayscale: Yes 3 kB PCL6 Web Print Aug 26, 2016 1:44:07 PM 昌 Printed Iharban000 papercutp\wifiprinter 1 1 M test.pdf LETTER (ANSI\_A) Duplex: Yes Grayscale: Yes 3 kB PCL6 Web Print Aug 26, 2016 1:38:35 PM 📇 Printed 1 1 M test.pdf Iharban000 papercutp\wifiprinter