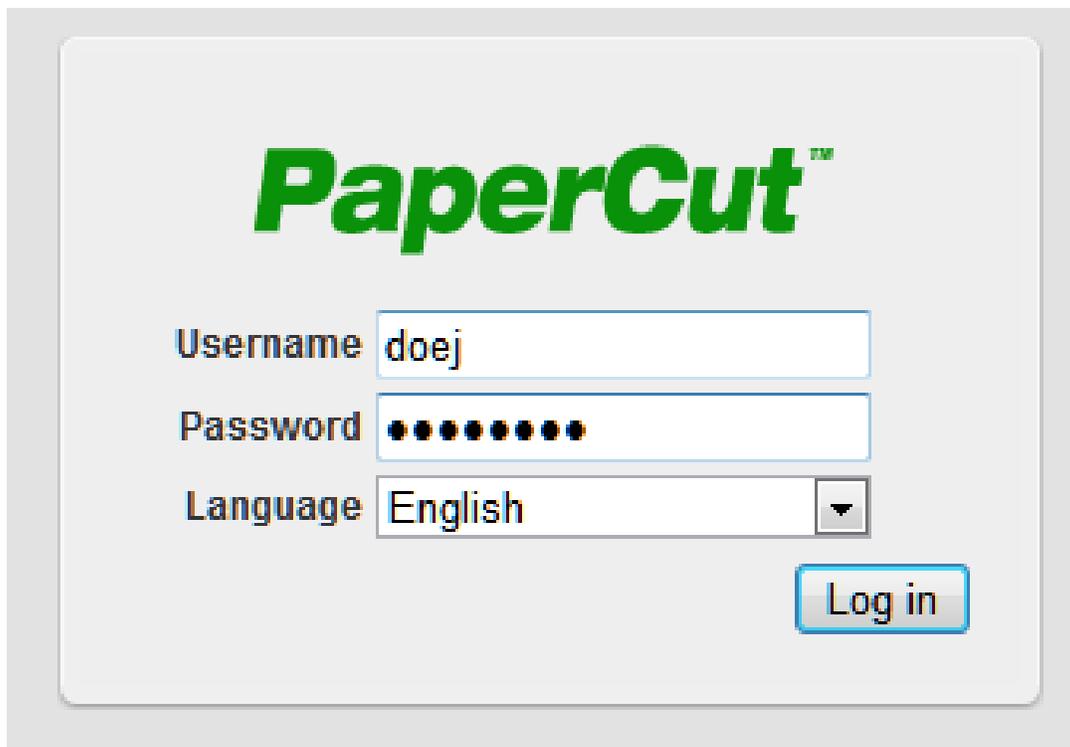


## WebPrint Instructions

Franklin Pierce University has implemented a printing solution that allows people with an account (student, faculty, or staff) to be able to print to the patron or lab printers from any computer or device that has access to a web browser. The instructions below show how to print a Word, Excel, PowerPoint or PDF document through the FPU WebPrint service found at <http://webprint.franklinpierce.edu:9191>.

Please note: Web Print only works from inside the FPU network in Rindge. When you click on that link or enter the address in your web browser, you will be brought to a login page. Simply type your network username and password. You only need to type your username, so if you are John Doe, you simply type **doej** or **doej13** and your password.



The image shows a login form for PaperCut. At the top, the word "PaperCut" is written in a large, bold, green font with a trademark symbol. Below the logo, there are three input fields. The first is labeled "Username" and contains the text "doej". The second is labeled "Password" and contains ten black dots. The third is labeled "Language" and contains the text "English" with a small downward-pointing arrow to its right. To the right of these fields is a blue button with the text "Log in".

After you login, you will see a summary web page:

The screenshot shows the PaperCut MF Summary page. The browser title is "PaperCut MF : Summary - Windows Internet Explorer" and the URL is "http://webprint.franklinpierce.edu:9191/app". The page features a green header with the PaperCut logo. A left-hand navigation menu includes: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, **Web Print** (highlighted with a red circle and arrow), and Log Out. The main content area is titled "Summary" and contains a table with the following data:

Username	[Redacted]
Balance	\$3.91
Total print jobs	3
Total pages	3

Below the table is an "Activity" section with a chart titled "Balance history for [Redacted]". The chart's y-axis ranges from \$2.00 to \$4.00.

In the image above, note that the left hand side of the page lists different sections. The second from the bottom is the Web Print function. Upload Word, Excel, PowerPoint and PDF files to this area, then go to a public printer and print your document. This is a three step procedure that starts when you click Submit a Job>> as highlighted below.

The screenshot shows the PaperCut MF Web Print page. The browser title is "PaperCut MF : Web Print - Windows Internet Explorer" and the URL is "http://webprint.franklinpierce.edu:9191/appjsessionid=1i18zvsftg3hh?service=page/UserWebPrint". The page features a green header with the PaperCut logo. A left-hand navigation menu includes: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, **Web Print** (highlighted with a blue bar), and Log Out. The main content area is titled "Web Print" and contains the following text:

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.

The "Submit a Job >>" link is highlighted with a red circle and arrow.

Below the text is a table with the following columns: Submit Time, Printer, Document Name, Pages, Cost, and Status. The table currently displays "No active jobs".

There is only one print queue that allows this function, and it will be automatically selected. Click on the “Print Options and Account Selection” button to continue.

1. Printer	2. Options	3. Upload
<b>Select a printer:</b>		
Quick Find: <input type="text"/>		<input type="button" value="Find Printer"/>
<u>Printer Name ▲</u>	<u>Location/Department</u>	
<input checked="" type="radio"/> promise\RavenPrint (virtual)		
<input type="button" value="« Back to Active Jobs"/>	<input type="button" value="2. Print Options and Account Selection »"/>	

The next screen asks for the number of copies to be sent to be printer. Simply type the number and click on Upload Document.

1. Printer	2. Options	3. Upload
<b>Options</b>		
Copies: <input type="text" value="1"/>		
<input type="button" value="« 1. Printer Selection"/>	<input type="button" value="3. Upload Document »"/>	

The next screen is where you can select what you want to print and sent it to the queue. First click browse, locate your document, then when you return to this screen hit Upload & Complete.

Select a document to upload and print

**Browse...**

The following file formats are allowed:

<u>Application / File Type</u>	<u>File Extension(s)</u>
<u>Microsoft Office Excel</u>	xlam, xls, xlsb, xlsx, xltm, xlsx
Microsoft Office PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Office Word	doc, docm, docx, dot, dotm, dotx
Microsoft XPS	xps
PDF	pdf

« 2. Print Options **Upload & Complete** »

The document will then be uploaded; when you see the status as 'Held in Queue', go to the printer and swipe your card or type your username and password and select the document that was sent to the queue.