

How Do I Print from a Libraries' Guest Computer?

Please Note: Only PDF files and picture files can be printed. Word documents will not print in PaperCut

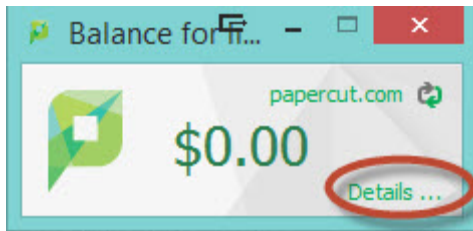
BEFORE TRYING TO PRINT FROM A GUEST COMPUTER

In order to print, you will need to do 4 things:

- 1. Create an account at a Libraries kiosk**
Kiosks are located in the Humanities, Social Sciences, and Education Library (STEW) and the Library of Engineering and Science (WALC)
- 2. Add funds to your account**
Use the kiosk to log into your account and add funds
- 3. Log into the computer with your new account**
If you had an account on our old system with a balance, please go to the Libraries' Service Desk and request that these funds be transferred over to your new account.
- 4. Locate your documents for printing. ***Only PDF files and Picture Files can be printed.*** From a browser, please select print and then **SAVE AS A PDF** for any web pages you want to print**.**

LOG INTO THE GUEST COMPUTER

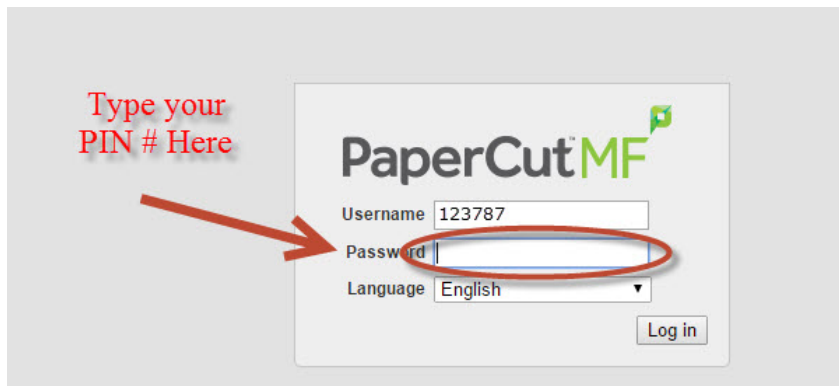
When you log into a guest computer, you will see this dialog box in the upper right-hand corner of the desktop:



This box displays your guest account's current balance and allows you to send files through the browser to a printer.

TO PRINT:

- 1. Click [Details ...](#) in the balance dialog box.**
- 2. A browser window will open, requesting your account's Pin Number. Enter your 4-Digit Pin Number and click Log in.**



3. On the left side of the screen, click Web Print

The screenshot shows the PaperCutMF interface. The top header is green with the PaperCutMF logo. Below it is a 'Summary' section with a table of account information. On the left is a sidebar with navigation links. The 'Web Print' link is circled in red, and a red arrow points to it from the right.

Summary	
Username	123787
Balance	\$0.00
Total print jobs	0
Total pages	0

Activity

Balance history for 123787

Summary

Rates

Redeem Card

Transfers

Transaction History

Recent Print Jobs

Jobs Pending Release

Web Print

Log Out

4. On the next screen, click Submit a Job

The screenshot shows the PaperCutMF 'Web Print' page. The left sidebar is visible with 'Web Print' selected. The main content area has a heading 'Web Print' and a paragraph explaining the service. A red arrow points to the 'Submit a Job »' button, which is circled in red.

Web Print

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
No active jobs					

Summary

Rates

Redeem Card

Transfers

Transaction History

Recent Print Jobs

Jobs Pending Release

Web Print

Log Out

5. Select your printer and click the Print Options button

The screenshot shows the PaperCutMF 'Web Print' page with the printer selection step. The left sidebar is visible with 'Web Print' selected. The main content area has a heading 'Web Print' and a section titled '1. Printer'. A red arrow points to the 'WALC 1144-1' printer option, which is circled in red. The text 'For WALC Printers' is written in red next to the arrow.

Web Print

1. Printer 2. Options 3. Upload

Select a printer:

Quick Find: Find Printer

Printer Name ▲	Location/Department
<input type="radio"/> wpvappccprt03/potr160-1	POTR 160
<input type="radio"/> wpvappccprt03/stew135-1	STEW 135
<input checked="" type="radio"/> wpvappccprt03/walc1144-1	WALC 1144
<input type="radio"/> wpvappccprt03/walc2143-1	WALC 2143

« Back to Active Jobs

2. Print Options and Account Selection »

Summary

Rates

Redeem Card

Transfers

Transaction History

Recent Print Jobs

Jobs Pending Release

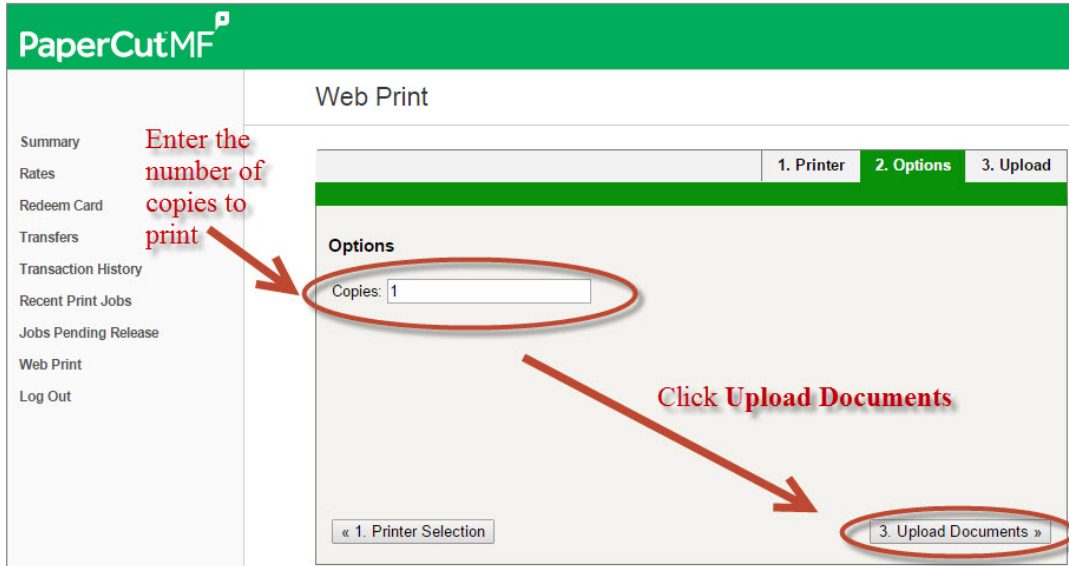
Change Details

Web Print

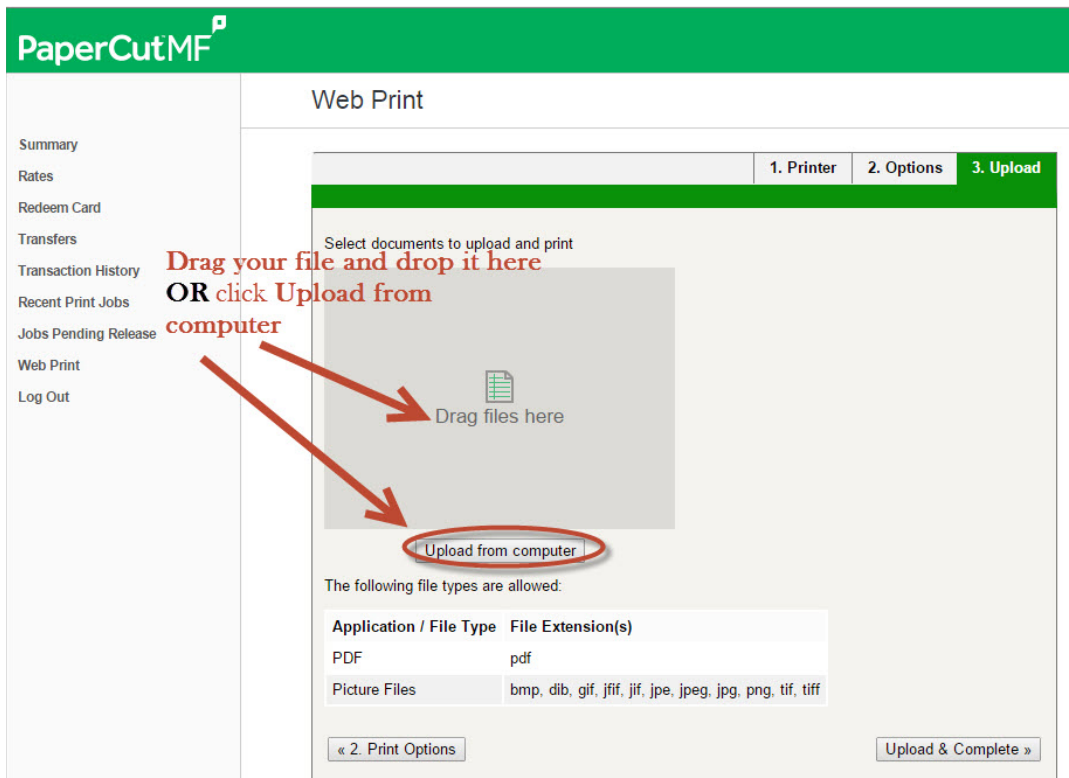
Log Out

For WALC Printers

6. Enter the number of copies to print and click Upload Documents



7. Locate the PDF document(s) or Picture files on the desktop or on a flash drive. Drag them onto the gray square or use the Upload from computer button to select them from the desktop.



8. Click **Upload and Complete** when your document has been selected.

Select documents to upload and print

Test.pdf
0 b
[remove](#)

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 »

When selected, your document will be shown here.

Click **Upload & Complete** to send to the printer

Your print job will now be sent to the printer. The Submitted Job box will display the cost and status of your print job.

Web Print

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
Oct 23, 2015 11:48:41 AM	wpvappcppt03\stew135-1	Test.pdf	1	\$0.04	Finished: Queued for printing