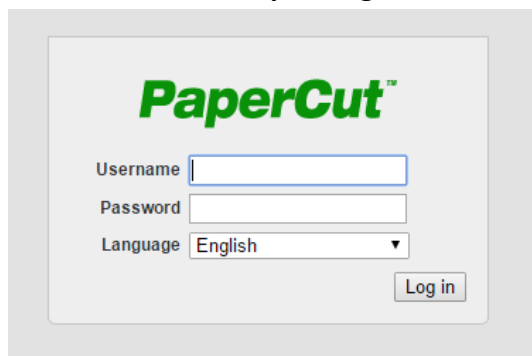


Web Printing @RBSC Library

1. To print wirelessly from your own laptop, log on to your **PaperCut** web printing account <http://tinyurl.com/hvv5ft> with your portal username and password.

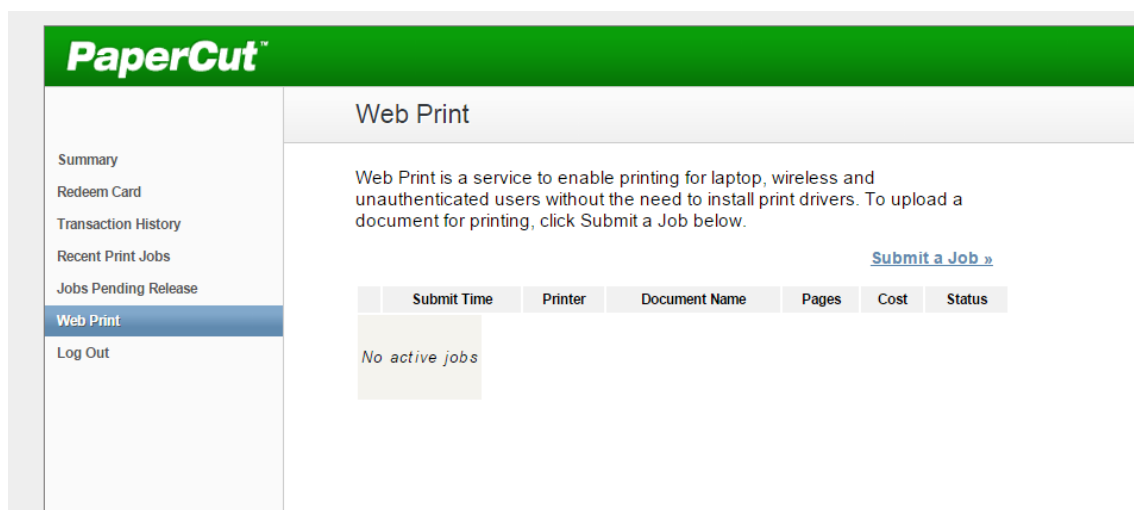
This quick guide can be downloaded from <http://www.rbsclibrary.com> Go to: Select more/Select Quick Guides/How to web print @rbsclibrary.com

NOTE: For Wireless printing, files should be in PDF format only.



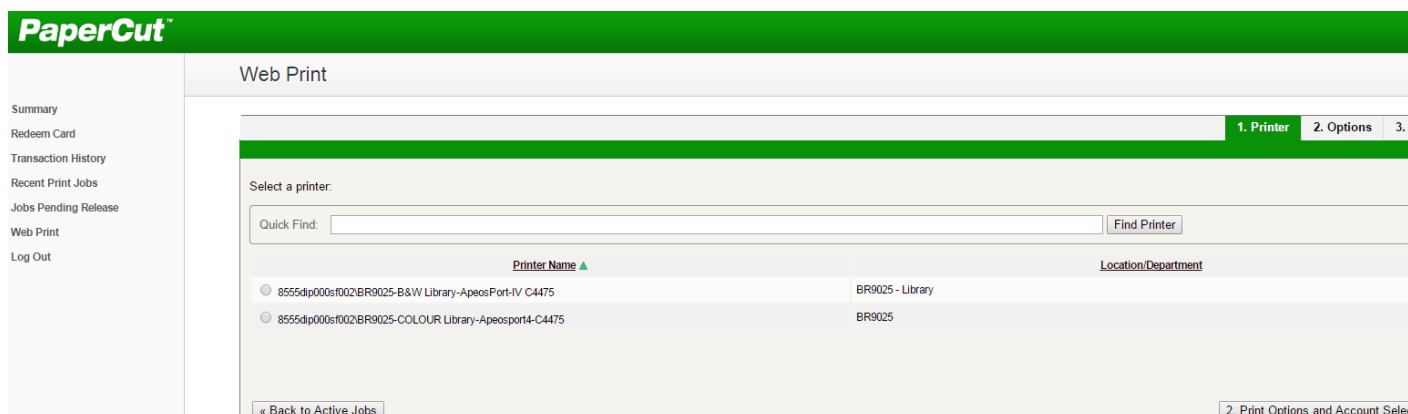
The image shows the PaperCut login interface. It features the PaperCut logo at the top. Below the logo are three input fields: 'Username' with a text box, 'Password' with a text box, and 'Language' with a dropdown menu set to 'English'. A 'Log in' button is positioned at the bottom right of the form.

2. Once logged into your account, click on “**Web Print**” from the selection bar at the left. Choose “**Submit a job>>**”.



The image displays the PaperCut Web Print dashboard. On the left is a navigation menu with options: Summary, Redeem Card, Transaction History, Recent Print Jobs, Jobs Pending Release, **Web Print** (highlighted), 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.' Below this text is a blue link labeled 'Submit a Job >>'. Underneath is a table with columns: Submit Time, Printer, Document Name, Pages, Cost, and Status. The table is currently empty, showing 'No active jobs'.

3. To print in black & white, choose the printer **BR9025-B&W Library-ApeosPort-V C4476**
To print in colour, choose the printer **BR9025-COLOUR Library-Apeosport-V-C4476**
Select **2. Print options and Account Selection>>**

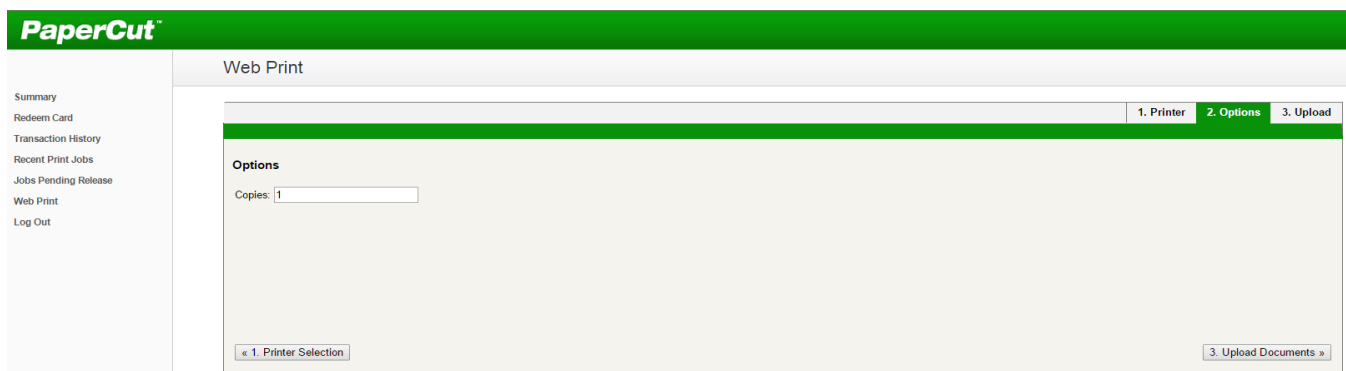


The image shows the PaperCut printer selection screen. It features a navigation menu on the left with 'Web Print' selected. The main content area is titled 'Web Print' and has a green header with '1. Printer', '2. Options', and '3. I'. Below the header is a 'Select a printer:' section with a 'Quick Find:' text box and a 'Find Printer' button. A table lists available printers with columns for 'Printer Name' and 'Location/Department'. The table contains two entries:

Printer Name	Location/Department
8555dip000s002BR9025-B&W Library-ApeosPort-IV C4475	BR9025 - Library
8555dip000s002BR9025-COLOUR Library-Apeosport4-C4475	BR9025

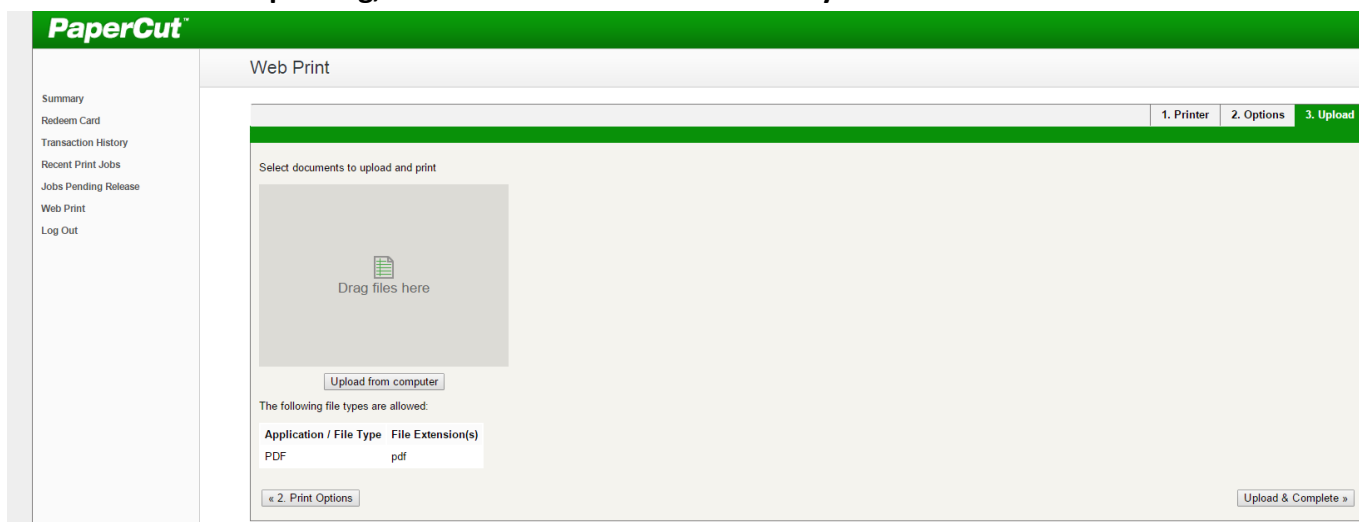
At the bottom left is a 'Back to Active Jobs' button, and at the bottom right is a '2. Print Options and Account Selection' button.

- In Options type the number of copies you would like to print.
Select **3.Upload Documents>>**



- To select the documents, drag the files into the box or choose **Upload from computer**.
After uploading the document, select **Upload & Complete>>**

NOTE: For Wireless printing, files should be in PDF format only.



- Don't forget to collect your printouts from the printer/copier in the library once you finish printing!

