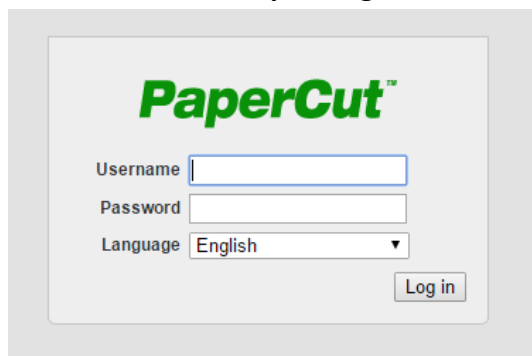


## Web Printing @RBSC Library

1. To print wirelessly from your own laptop, log on to your **PaperCut** web printing account <http://tinyurl.com/hvv5flt> with your portal username and password.

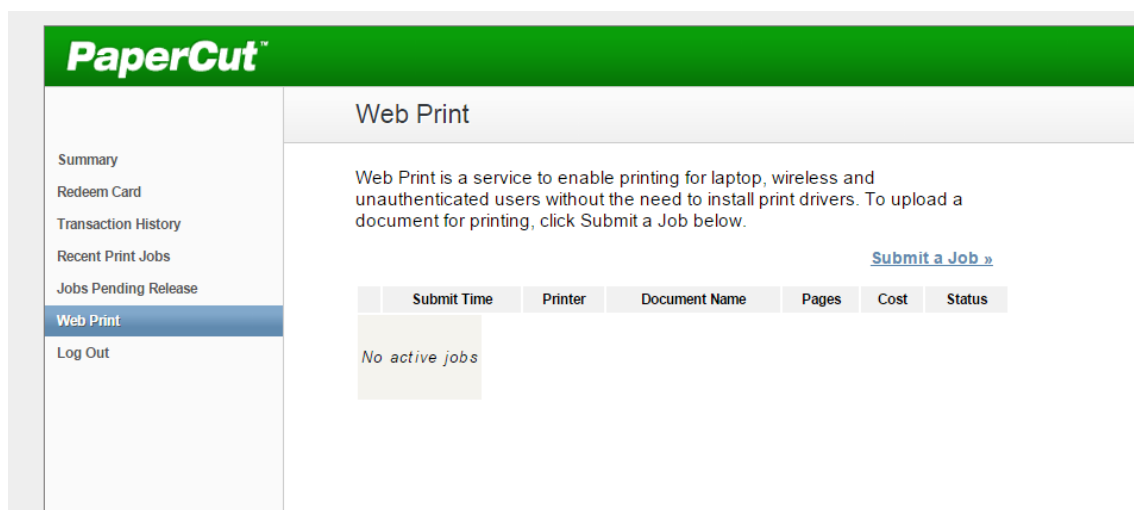
This quick guide can be downloaded from <http://www.rbsclibrary.com> Go to: Select more/Select Quick Guides/How to web print @rbsclibrary.com

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



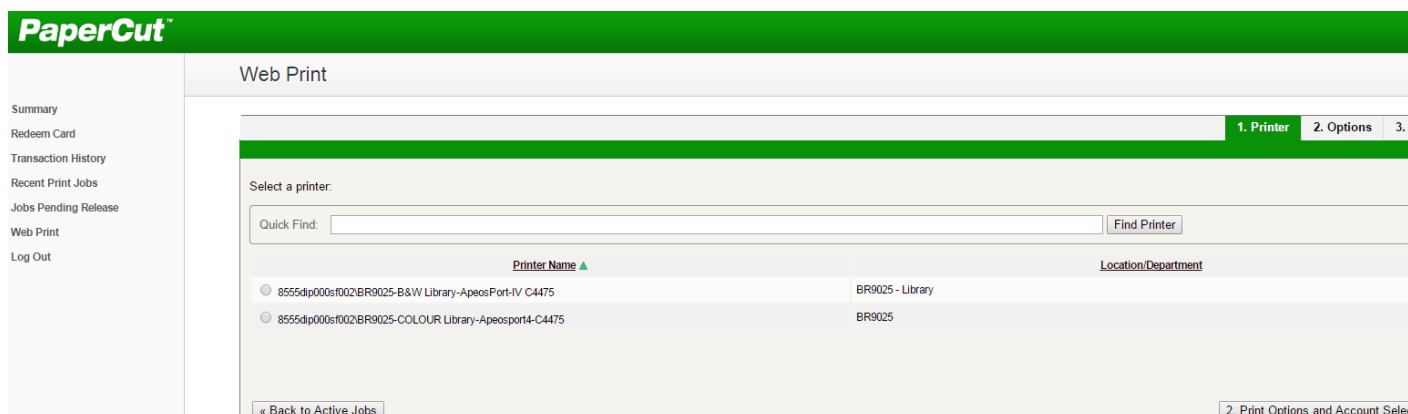
The image shows the PaperCut login interface. It features the PaperCut logo at the top. Below the logo are three input fields: 'Username' with a text box, 'Password' with a text box, and 'Language' with a dropdown menu set to 'English'. A 'Log in' button is located at the bottom right of the form.

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



The image shows the PaperCut Web Print dashboard. The left sidebar contains 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 the following headers: 'Submit Time', 'Printer', 'Document Name', 'Pages', 'Cost', and 'Status'. The table is currently empty, with the text 'No active jobs' displayed below it.

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>>**

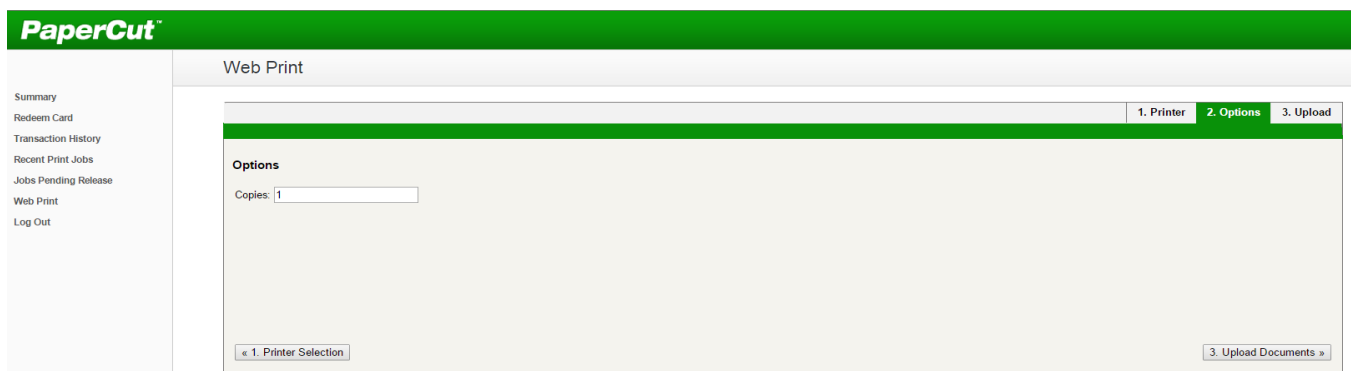


The image shows the PaperCut printer selection screen. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Web Print' and has a green header with '1. Printer', '2. Options', and '3. I'. Below the header is a section titled 'Select a printer:' with a 'Quick Find:' search box and a 'Find Printer' button. Below this is a table with the following columns: 'Printer Name ▲' and 'Location/Department'. The table contains two entries:

Printer Name ▲	Location/Department
<input type="radio"/> 8555dip000s002BR9025-B&W Library-ApeosPort-IV C4475	BR9025 - Library
<input type="radio"/> 8555dip000s002BR9025-COLOUR Library-Apeosport4-C4475	BR9025

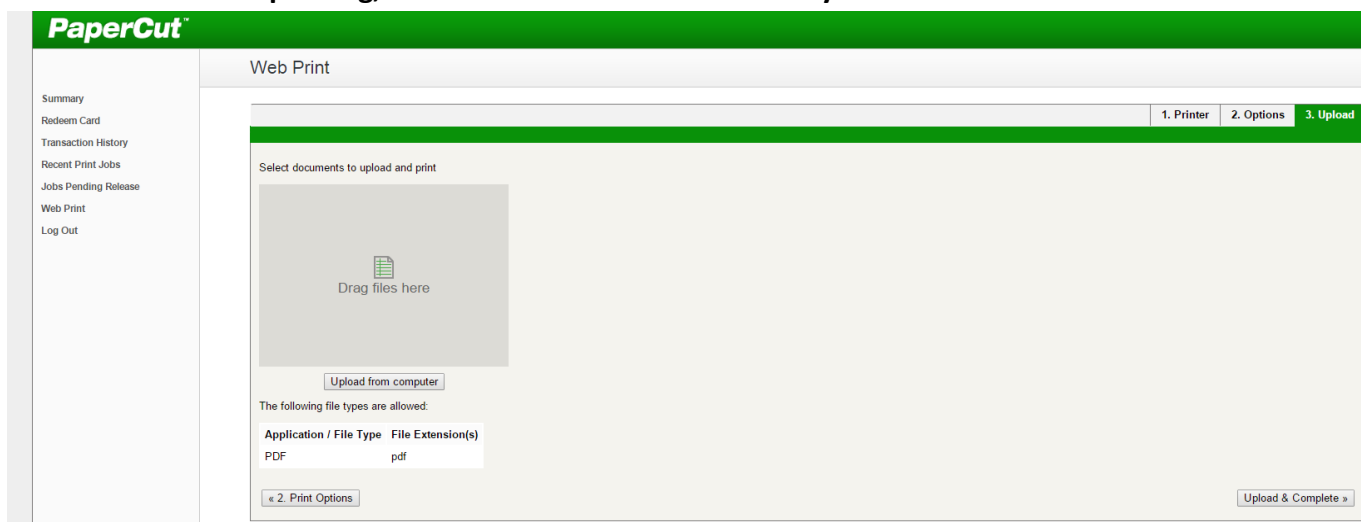
At the bottom left of the screen is a button labeled '« Back to Active Jobs' and at the bottom right is a button labeled '2. Print Options and Account Selec'.

- 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!

