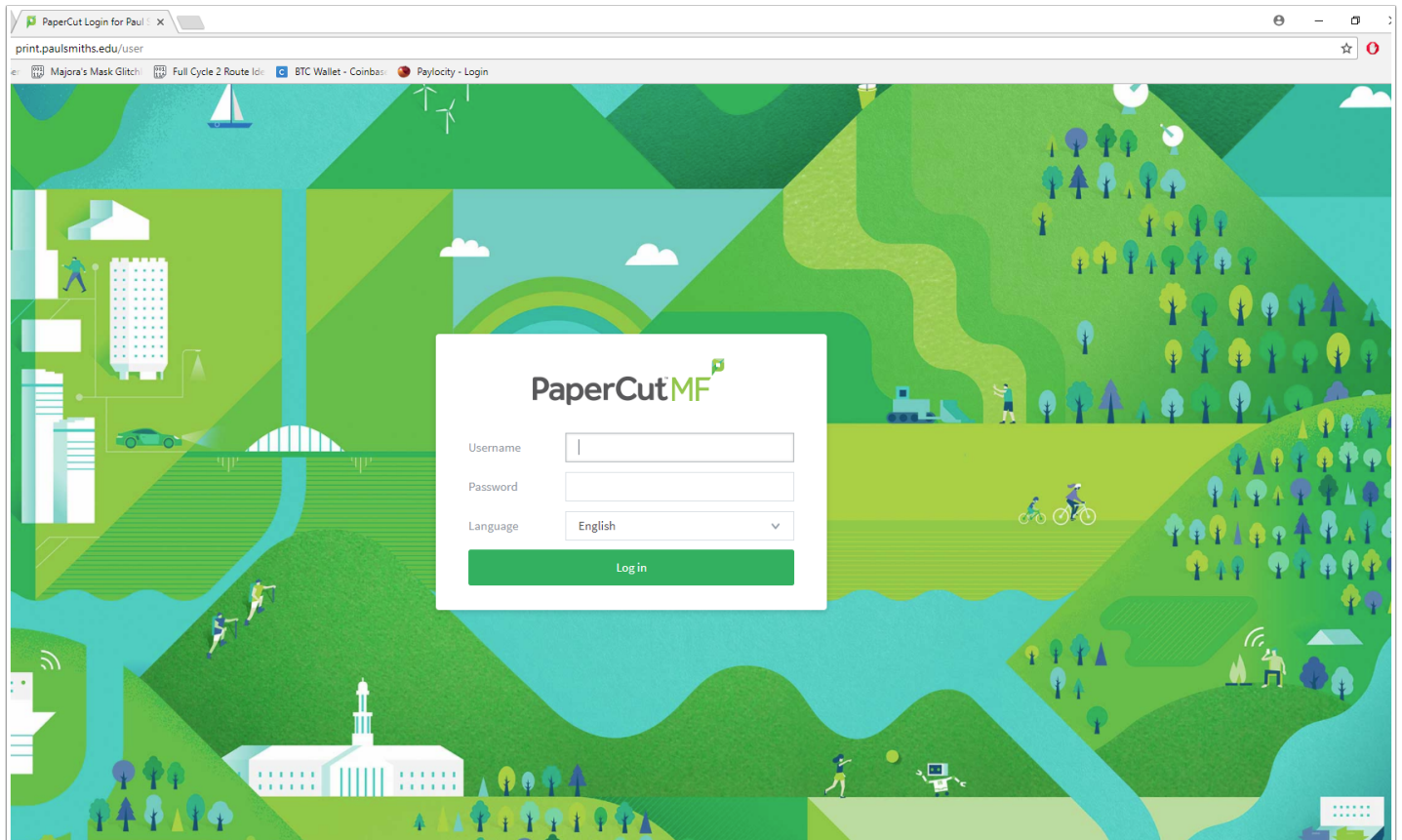


Printing from your own device at Paul Smith's College

Go to print.paulsmiths.edu



Log in using your Paul Smith's credentials

Select Web Print

The screenshot shows the PaperCut MF user interface. The left sidebar contains navigation options: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, and Web Print (highlighted with a red box). The main content area is titled 'Summary' and displays the following information:

- BALANCE:** \$50.00
- PRINT JOBS:** 29
- PAGES:** 79

Below the summary are two sections:

- Activity:** A line graph titled 'Balance history for wruger' showing a constant balance of \$50.00 from 28 Dec to 18 Jan.
- Environmental Impact:** A report showing 0.1% of a tree, 301 g of CO2, and 19.0 hours of a 60W light bulb since Oct 2, 2017.

At the bottom, it states 'PaperCut MF 17.3.4 (Build 41947 2017-09-27) Print Management Software licensed to Paul Smith's College © Copyright 1999-2018, PaperCut Software International Pty Ltd. All rights reserved.' and 'Logged in as: wruger'.

Select Submit a Job

The 'Web Print' page 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.'

A button labeled 'Submit a Job >' is highlighted with a red box.

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
No active jobs					

Select the printer you wish to print to then select the button below. At this time, only Library printers should be available.

The screenshot shows the 'Web Print' interface. At the top right, there is a progress indicator with three steps: '1. Printer' (selected with a green dot), '2. Options' (unselected), and '3. Upload' (unselected). Below this, the text 'Select a printer:' is followed by a search bar with a magnifying glass icon and a green arrow button. A table of printer options is displayed, with a red box highlighting the entire table. The table has two columns: 'PRINTER NAME' and 'LOCATION/DEPARTMENT'. The rows are:

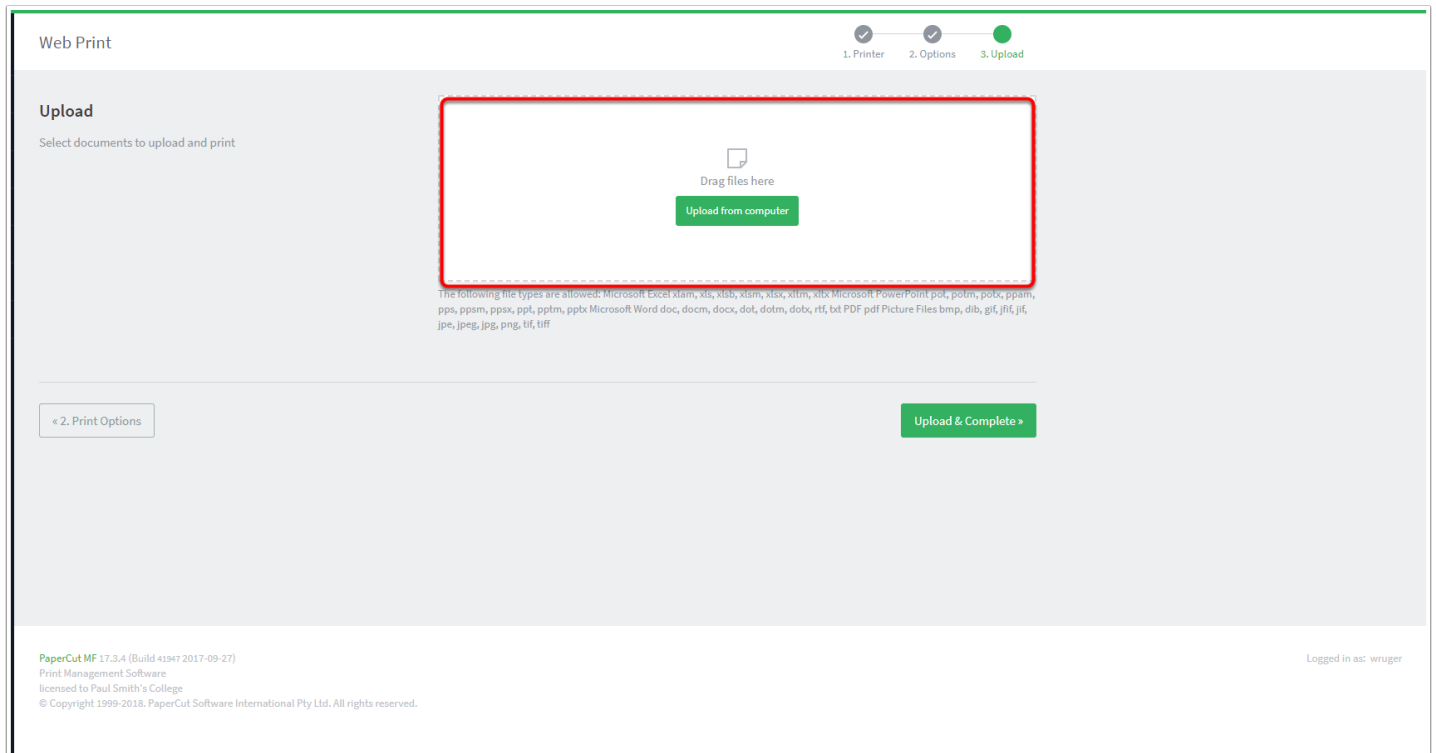
PRINTER NAME	LOCATION/DEPARTMENT
<input type="radio"/> psc-print01\LIB - Downstairs	Library Downstairs
<input type="radio"/> psc-print01\Lib-24 Hour Room	Hutchins Cafe
<input type="radio"/> psc-print01\Lib-Upstairs-Back	Library Upstairs
<input type="radio"/> psc-print01\Lib-Upstairs-Front	Library Upstairs near Elevator

Below the table, there is a '« Back to Active Jobs' button on the left and a '2. Print Options and Account Selection »' button on the right, both highlighted with red boxes. At the bottom left, there is a footer with the text: 'PaperCut MF 17.3.4 (Build 41947 2017-09-27) Print Management Software licensed to Paul Smith's College © Copyright 1999-2018. PaperCut Software International Pty Ltd. All rights reserved.' At the bottom right, it says 'Logged in as: wruger'.

Click "Upload Documents" after changing the number of copies you want.

The screenshot shows the 'Web Print' interface at the 'Options' step. At the top right, the progress indicator shows '1. Printer' (unselected), '2. Options' (selected with a green dot), and '3. Upload' (unselected). Below this, the text 'Options' is followed by a 'Copies' input field containing the number '1'. Below the input field, there is a '« 1. Printer Selection' button on the left and a '3. Upload Documents »' button on the right, both highlighted with red boxes.

Drag the file you wish to print, or select the file. Press "Upload & Complete" when you are finished



You're finished! Go retrieve your print job from the printer you selected!