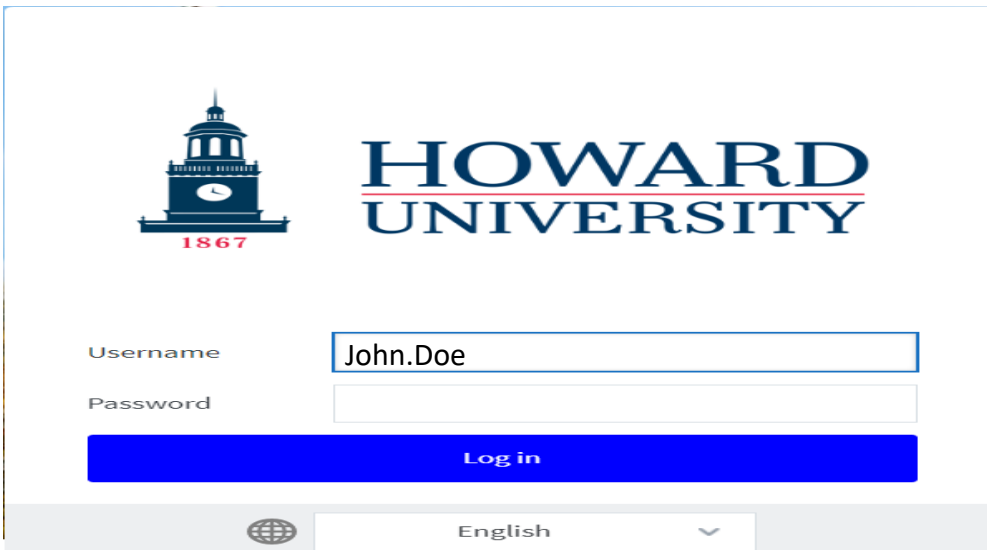


Web Print

- ❖ This can only be done on campus.
- ❖ Compatible formats: PDF Files Only
- ❖ Must be Connected to **HU-Wifi** not HU-Guests

****Go to: papercut.howard.edu**

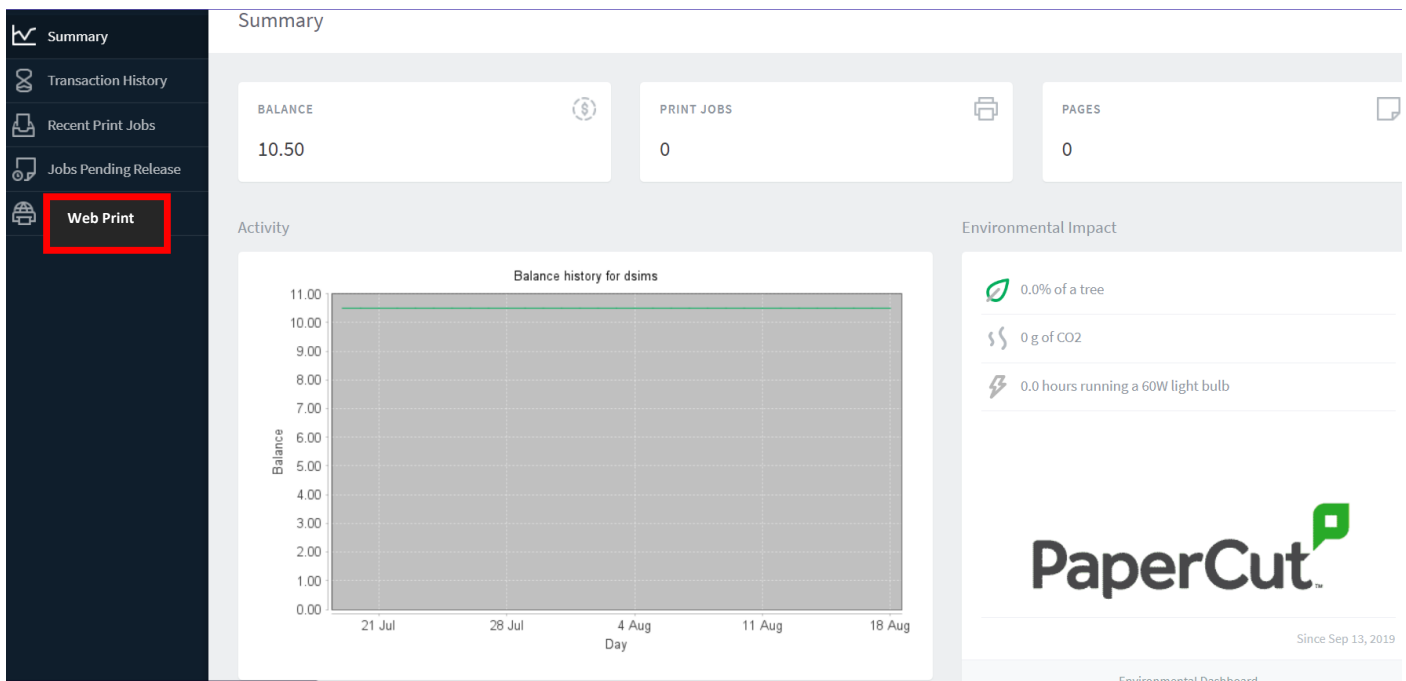
Login with your Howard University Username and Password.



The login page features the Howard University logo on the left, which includes a clock tower icon and the year 1867. To the right of the logo is the text "HOWARD UNIVERSITY" in a large, blue, serif font. Below the logo and text are two input fields: "Username" with the text "John.Doe" and "Password" which is currently empty. A blue "Log in" button is positioned below the password field. At the bottom of the page, there is a language selection dropdown menu currently set to "English".

- ❖ Southeast1 - Color
- ❖ Southeast2 - Color
- ❖ South1 - B/W
- ❖ South2 - B/W
- ❖ East1 - B/W
- ❖ East2 - B/W
- ❖ UGL1 - B/W
- ❖ UGL2 - B/W
- ❖ UGL3 - Color
- ❖ **HUSL - B/W Printer1**
- ❖ **HUSL - B/W Printer2**

1. Click ***Web Print**.



The dashboard is titled "Summary" and is divided into several sections. On the left is a dark sidebar with navigation options: "Summary", "Transaction History", "Recent Print Jobs", "Jobs Pending Release", and "Web Print" (which is highlighted with a red box). The main content area shows three summary cards: "BALANCE" with a value of 10.50, "PRINT JOBS" with a value of 0, and "PAGES" with a value of 0. Below these is an "Activity" section containing a line graph titled "Balance history for dsims" with a y-axis labeled "Balance" ranging from 0.00 to 11.00 and an x-axis labeled "Day" with dates from 21 Jul to 18 Aug. To the right of the graph is an "Environmental Impact" section with three items: "0.0% of a tree", "0 g of CO2", and "0.0 hours running a 60W light bulb". At the bottom right is the "PaperCut" logo and the text "Since Sep 13, 2019". The footer of the dashboard reads "Environmental Dashboard".

- Select the desired Printer of your choice.

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					

2. Print Options and Account Selection

- Summary
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print

Web Print 1. Printer 2. Options 3. Upload

Select a printer:

PRINTER NAME ↑	LOCATION/DEPARTMENT
<input type="radio"/> apinfpcpsv1\AnnexEast	East Lab
<input type="radio"/> apinfpcpsv1\AnnexEast1	
<input type="radio"/> apinfpcpsv1\AnnexWest1	
<input type="radio"/> apinfpcpsv1\CollegeNorth	
<input type="radio"/> apinfpcpsv1\East1	
<input checked="" type="radio"/> apinfpcpsv1\East2	
<input type="radio"/> apinfpcpsv1\Southeast1	
<input type="radio"/> apinfpcpsv1\Southeast2	

« Back to Active Jobs
[Print Options and Account Selection >](#)

- Enter the number of copies needed.

3. Upload Documents

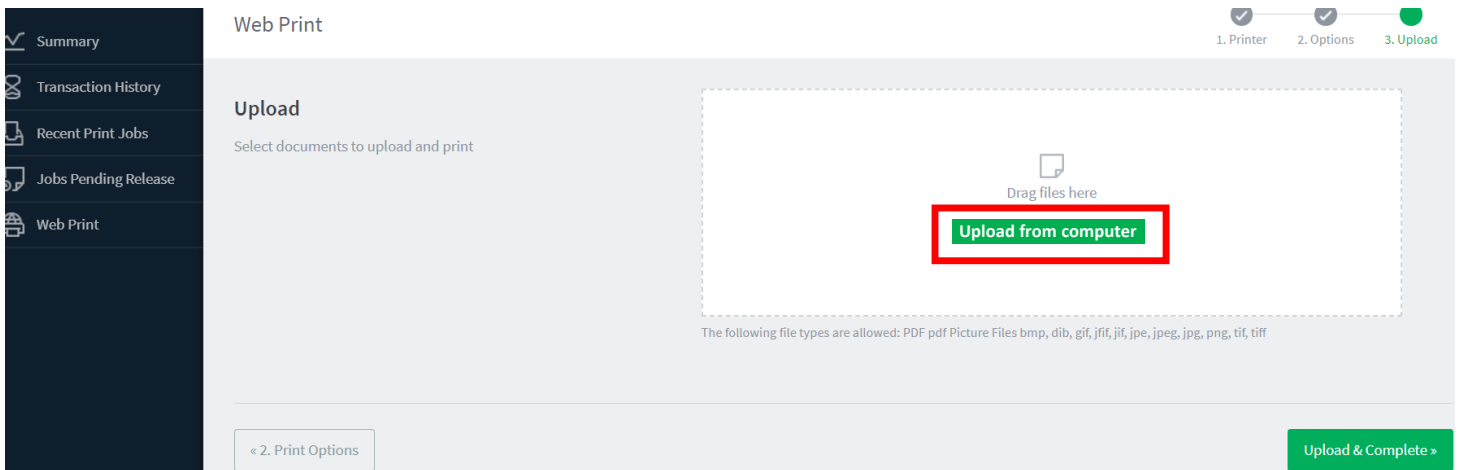
- Summary
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print

Web Print 1. Printer 2. Options 3. Upload

Options Copies

« 1. Printer Selection
[Upload Documents >](#)

4. Click upload from Computer.



Web Print

1. Printer 2. Options 3. Upload

Upload

Select documents to upload and print

Drag files here

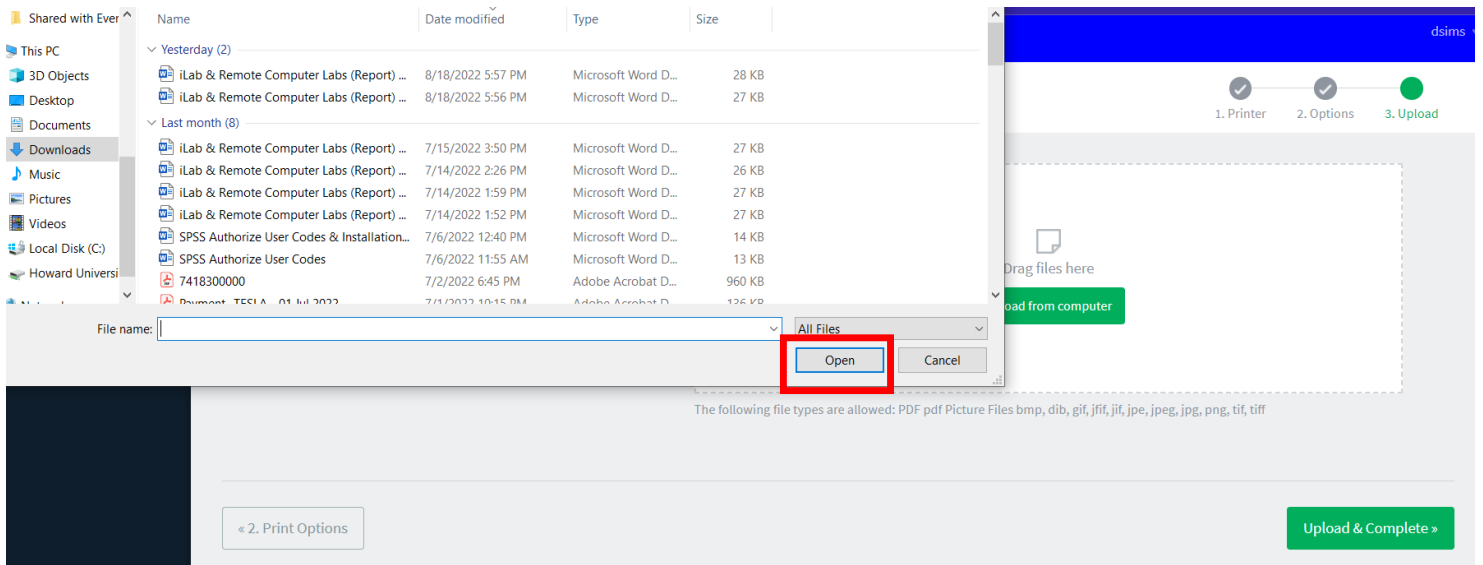
Upload from computer

The following file types are allowed: PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

« 2. Print Options

Upload & Complete »

5. Select the file you want to upload and hit open.



Shared with Ever ^

This PC

3D Objects

Desktop

Documents

Downloads

Music

Pictures

Videos

Local Disk (C:)

Howard Universi

Name	Date modified	Type	Size
Yesterday (2)			
iLab & Remote Computer Labs (Report) ...	8/18/2022 5:57 PM	Microsoft Word D...	28 KB
iLab & Remote Computer Labs (Report) ...	8/18/2022 5:56 PM	Microsoft Word D...	27 KB
Last month (8)			
iLab & Remote Computer Labs (Report) ...	7/15/2022 3:50 PM	Microsoft Word D...	27 KB
iLab & Remote Computer Labs (Report) ...	7/14/2022 2:26 PM	Microsoft Word D...	26 KB
iLab & Remote Computer Labs (Report) ...	7/14/2022 1:59 PM	Microsoft Word D...	27 KB
iLab & Remote Computer Labs (Report) ...	7/14/2022 1:52 PM	Microsoft Word D...	27 KB
SPSS Authorize User Codes & Installation...	7/6/2022 12:40 PM	Microsoft Word D...	14 KB
SPSS Authorize User Codes	7/6/2022 11:55 AM	Microsoft Word D...	13 KB
7418300000	7/2/2022 6:45 PM	Adobe Acrobat D...	960 KB
Document - TESLA - 01 Jul 2022	7/1/2022 10:15 PM	Adobe Acrobat D...	136 KB

File name:

All Files

Open Cancel

dsims

1. Printer 2. Options 3. Upload

Drag files here

Upload from computer

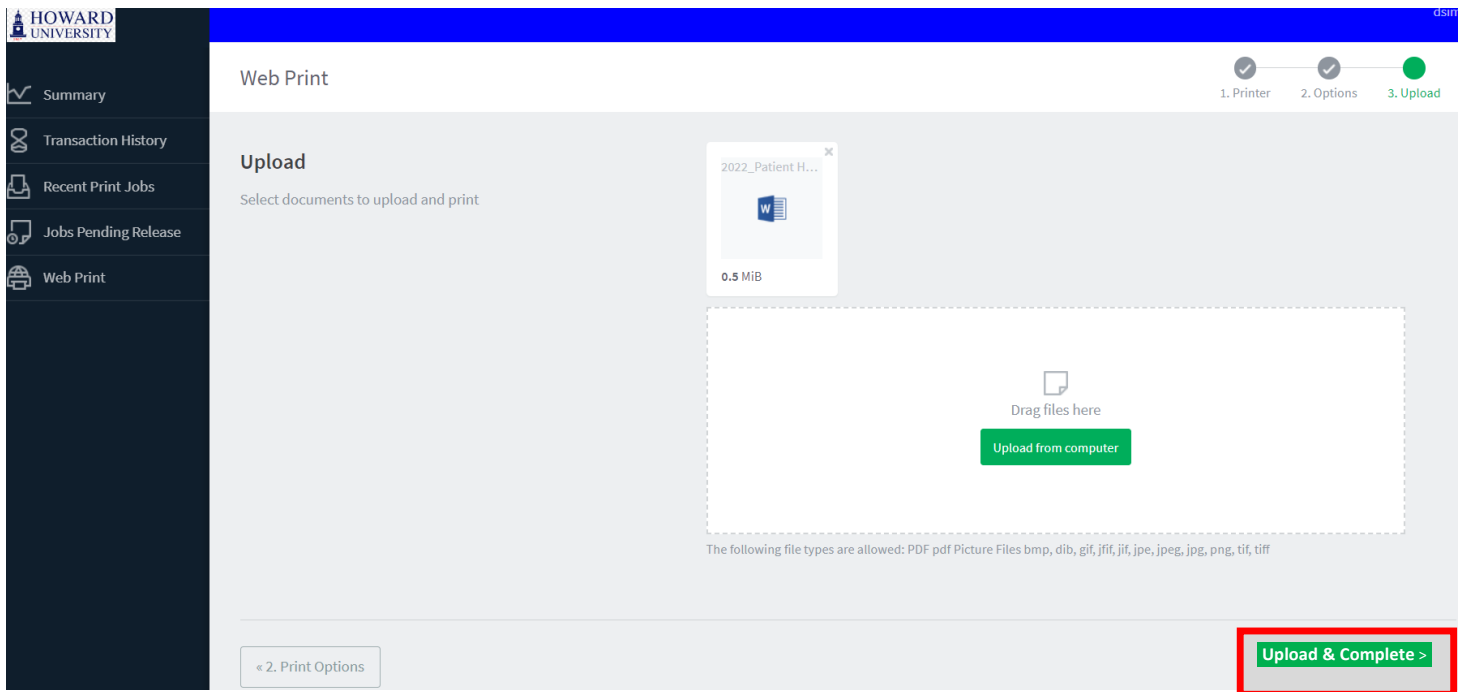
The following file types are allowed: PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

« 2. Print Options

Upload & Complete »

○ Conclusion on next page

6. Click upload and complete.



Web Print

1. Printer 2. Options 3. Upload

Upload

Select documents to upload and print

2022_Patient H...
0.5 MiB

Drag files here

Upload from computer

The following file types are allowed: PDF pdf Picture Files bmp, dib, gif, jif, jif, jpe, jpeg, jpg, png, tif, tiff

« 2. Print Options

Upload & Complete >

Your print job will be sent to the printer and the status should indicate **finished: Queued for Printing**
You have successfully completed the Web-Print process.

7. Click on the "Jobs Pending Release" option and choose your print job(s) individually that was uploaded for release to the printer.