

PaperCut Web Print

Printing from a BYOOD Device

Step-by-step guide

We've now set up the facility for you to send print jobs to our photocopier queue from any device that's connected to the web.

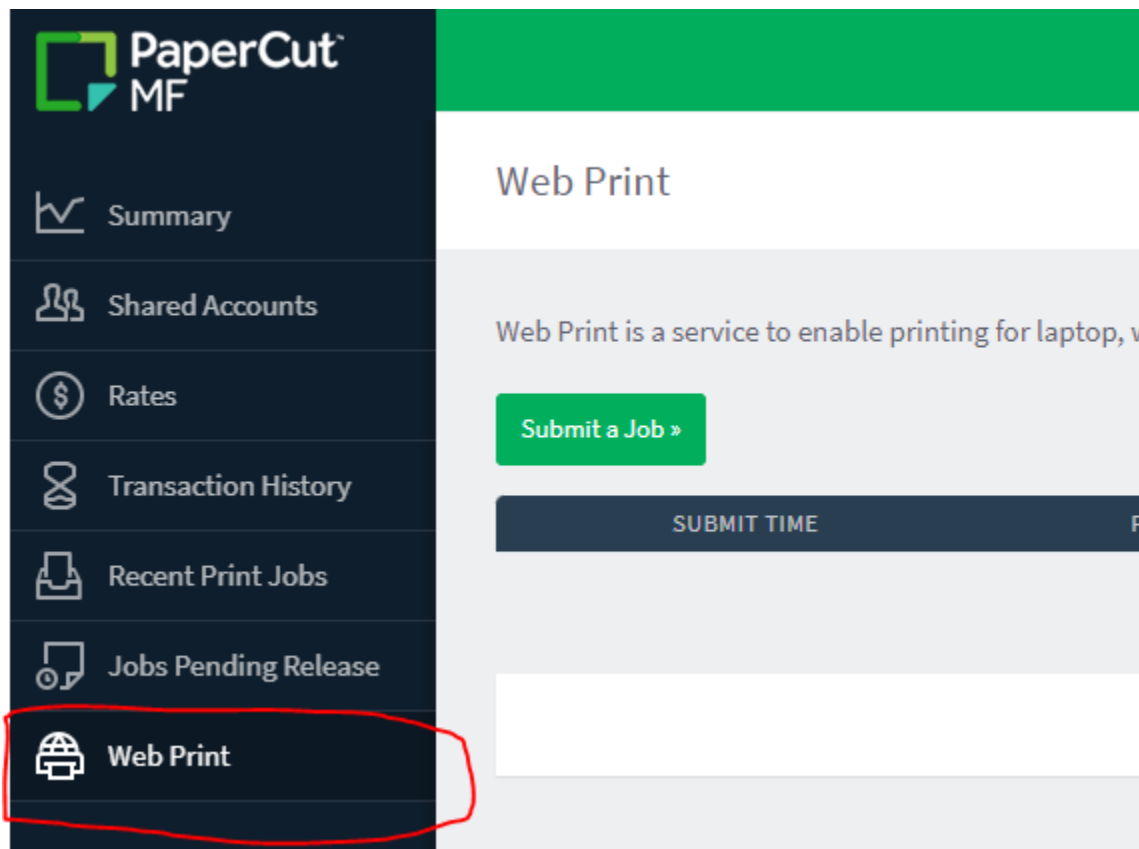
This includes, your phones, tablets or a laptop other than your College issued one.

You can access PaperCut Web Print by navigating to <https://papercut.brigidine.qld.edu.au> and signing in with your College username and password. There is also a link to PaperCut now on the BrigNET homepage.

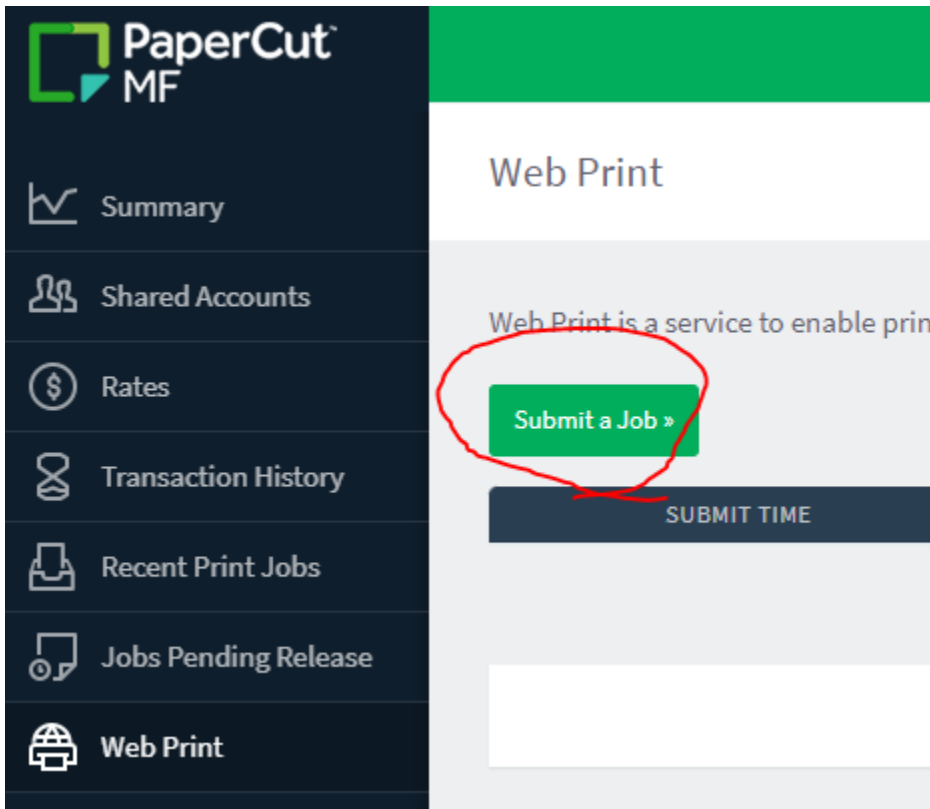
Once you've signed into PaperCut you'll be able to navigate to Web Print and select Submit a Job and follow the steps to send your print job to the photocopier queue.

Once the job has been queued successfully you'll be able to release it from any photocopier on campus as you would for a regular print job.

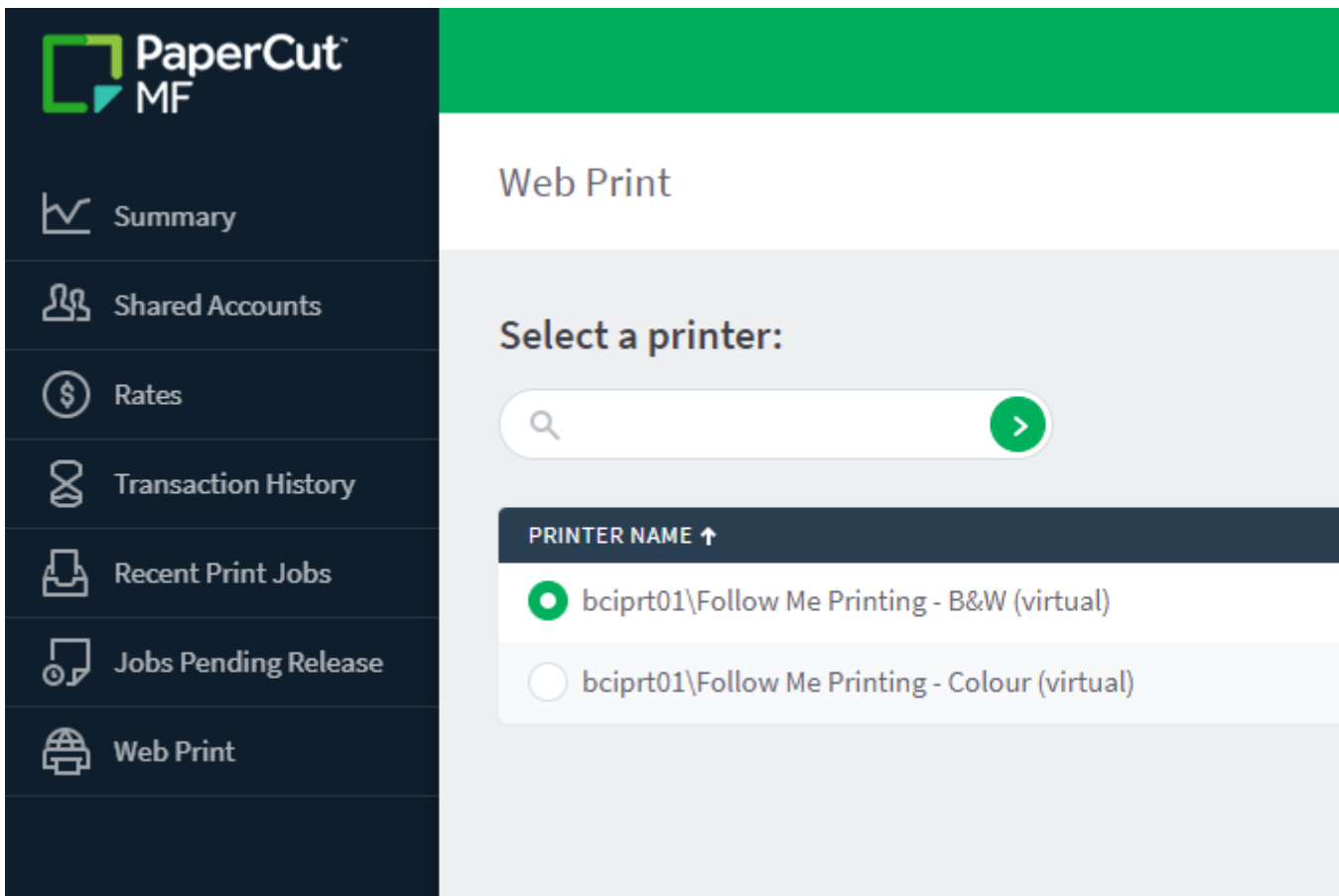
Log into [PaperCut](#)



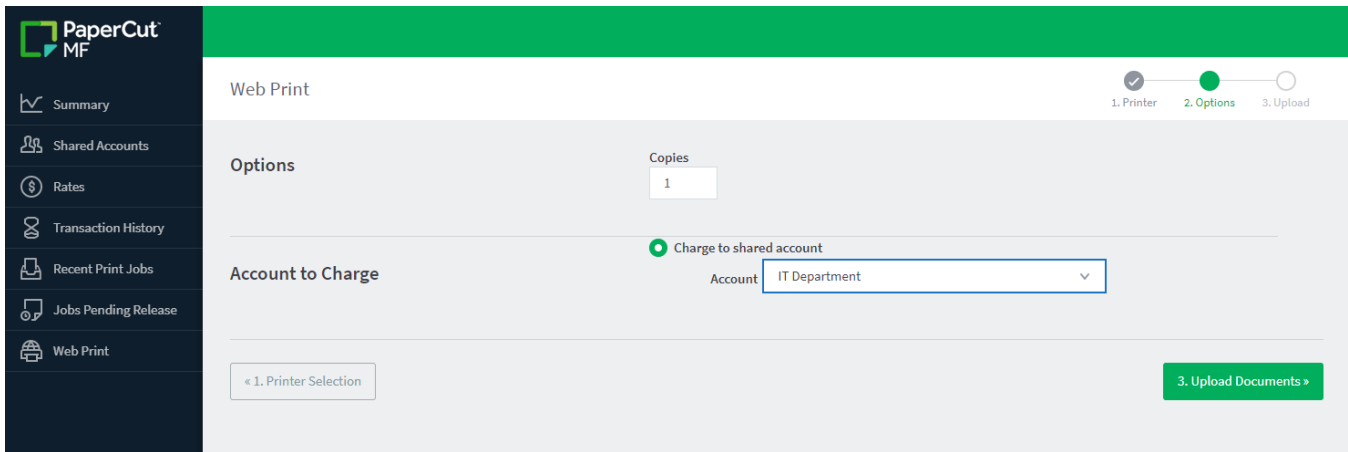
Navigate to Web Print and click Submit a Job



Select the Printer you want to print to.

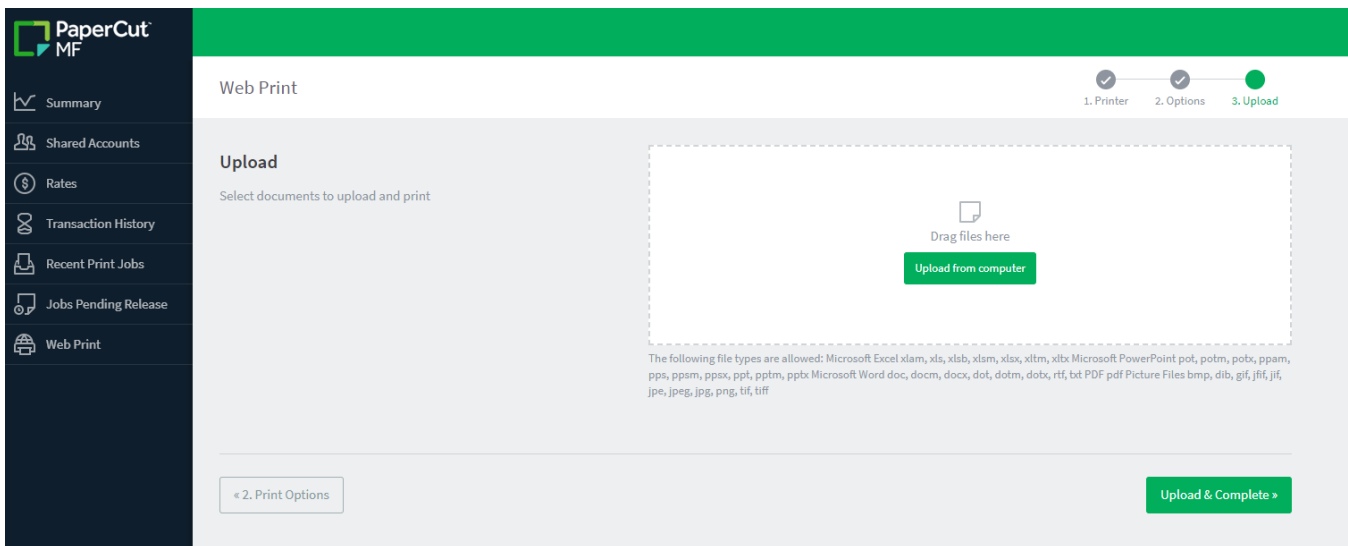


Select the number of copies of the document and select an account to charge.



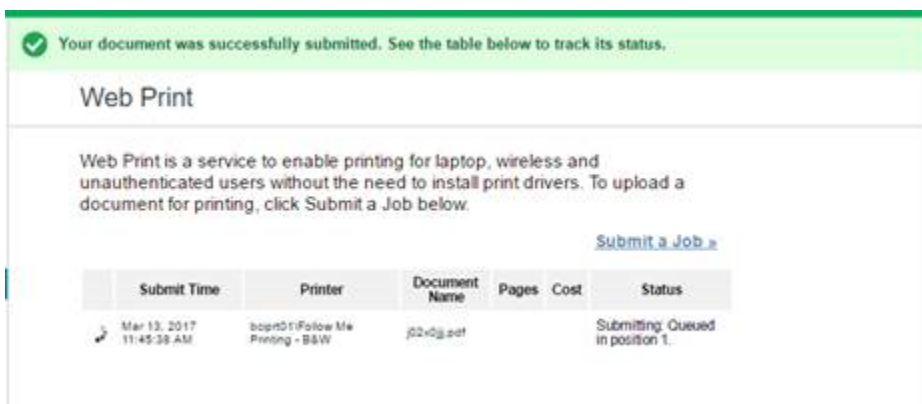
The screenshot shows the 'Options' step of the PaperCut MF Web Print process. The 'Copies' field is set to 1. The 'Account to Charge' section is active, with a radio button selected for 'Charge to shared account' and a dropdown menu showing 'IT Department'. A progress bar at the top indicates that '1. Printer' is completed, '2. Options' is the current step, and '3. Upload' is pending. Navigation buttons include '< 1. Printer Selection' and '3. Upload Documents >'.

Upload the document



The screenshot shows the 'Upload' step of the PaperCut MF Web Print process. A large dashed box contains a 'Drag files here' instruction and an 'Upload from computer' button. Below the box, a list of supported file types is provided: Microsoft Excel (xlam, xls, xlsx, xltm, xlsx), Microsoft PowerPoint (pot, potm, potx, ppam, pps, pptm, pptx), Microsoft Word (doc, docm, docx, dot, dotm, dotx, rtf), and PDF, Picture Files (bmp, dib, gif, jif, jpe, jpeg, jpg, png, tif, tiff). A progress bar at the top shows '1. Printer' and '2. Options' as completed steps, with '3. Upload' as the current step. Navigation buttons include '< 2. Print Options' and 'Upload & Complete >'.

Your document will now be processed



The screenshot shows a confirmation message: 'Your document was successfully submitted. See the table below to track its status.' Below this is a 'Web Print' section with a brief description and a 'Submit a Job >' link. A table displays the job's status:

Submit Time	Printer	Document Name	Pages	Cost	Status
Mar 13, 2017 11:45:38 AM	bjcp011Follow Me Printing - B&W	j02v@net			Submitting, Queued in position 1.

And will indicate that it's being held in a queue to be released at a Photocopier.

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
Mar 13, 2017 11:45:38 AM	bopr01\Follow Me Printing - B&W	02x00.pdf	6	\$0.30	Hold in a Queue

Related articles

Error rendering macro 'contentbylabel'

parameters should not be empty