

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.

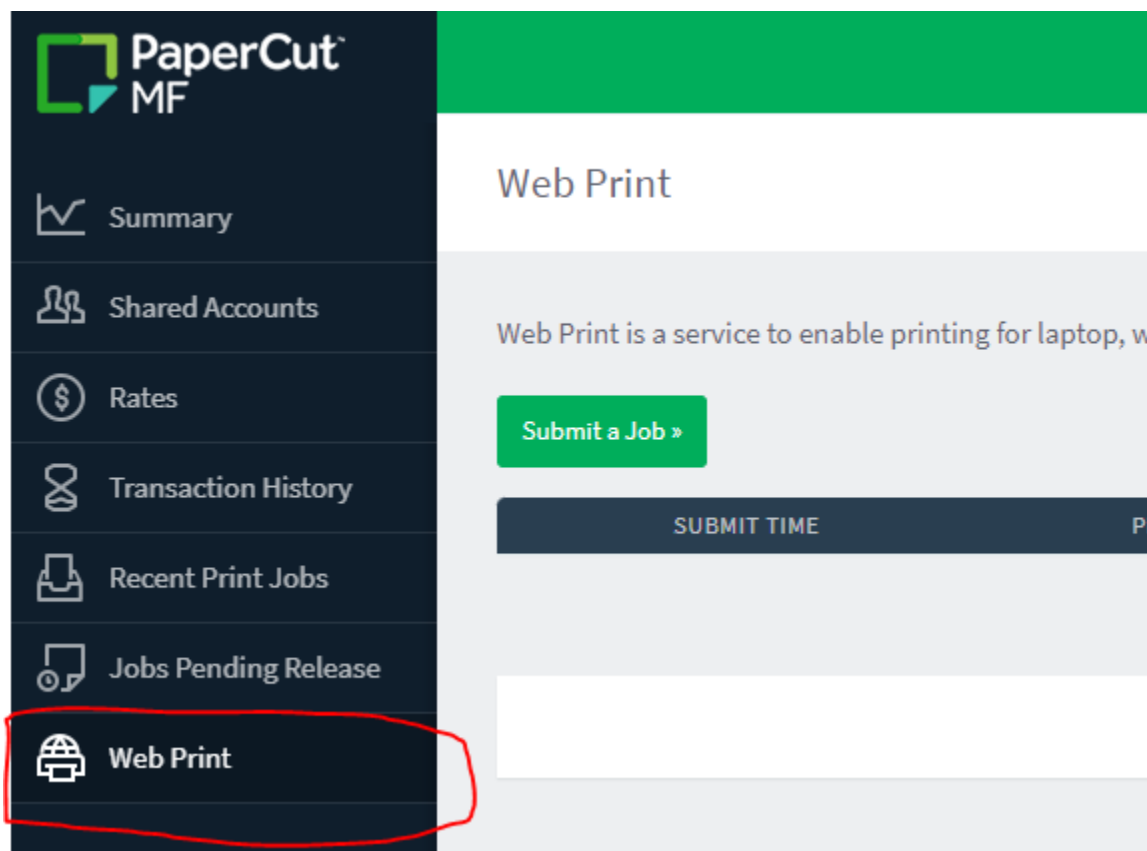
This includes, your phones, tablets or a laptop other than your College issued one.

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.

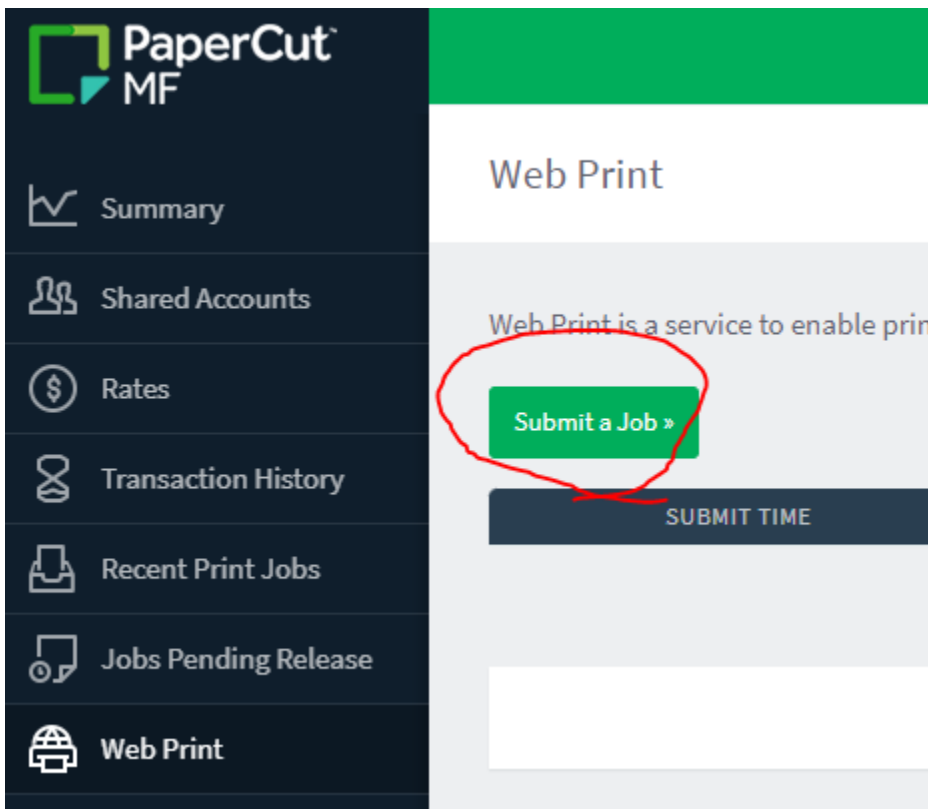
Once you've signed into PaperCut you'll be able to navigate to Web Print and select Submit a Job and follow the steps to send your print job to the photocopier queue.

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.

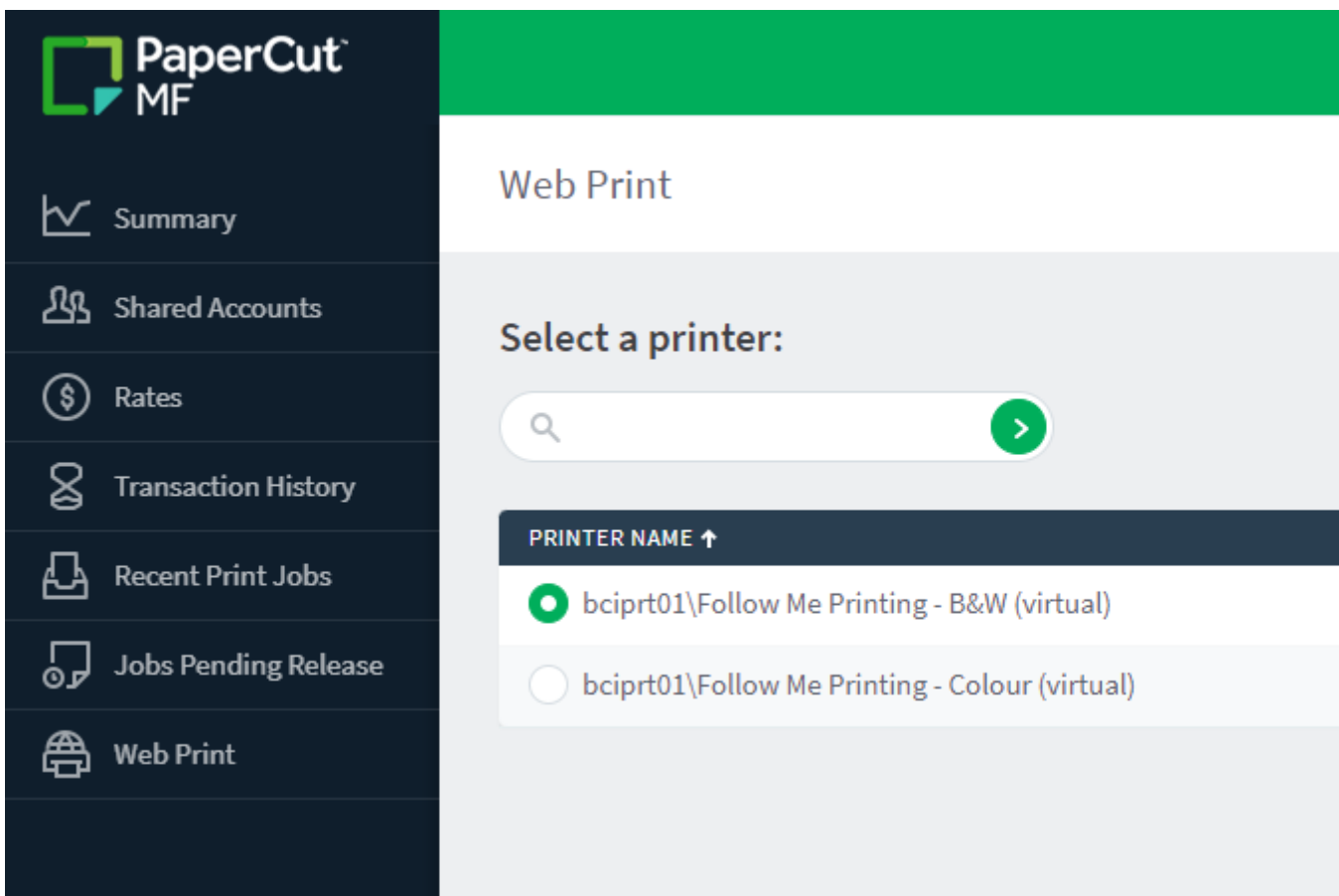
Log into [PaperCut](#)



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.

- Summary
- Shared Accounts
- Rates
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print

Web Print

1. Printer

2. Options

3. Upload

Options

Copies

1

Charge to shared account

Account

IT Department

« 1. Printer Selection

3. Upload Documents »

Upload the document

- Summary
- Shared Accounts
- Rates
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print

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: Microsoft Excel xlam, xls, xlsx, xslm, xlsx, xltm, xlsx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

« 2. Print Options

Upload & Complete »

Your document will now be processed

Your document was successfully submitted. See the table below to track its status.

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	bogn511Follow Me Printing - B&W	j02v0@.pdf			Submitting. Queued in position 1.

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

Web Print

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[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
Mar 13, 2017 11:45:38 AM	boop011Follow Me Printing - B&W	j02x0@.pdf	6	\$0.30	View in Queue

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parameters should not be empty