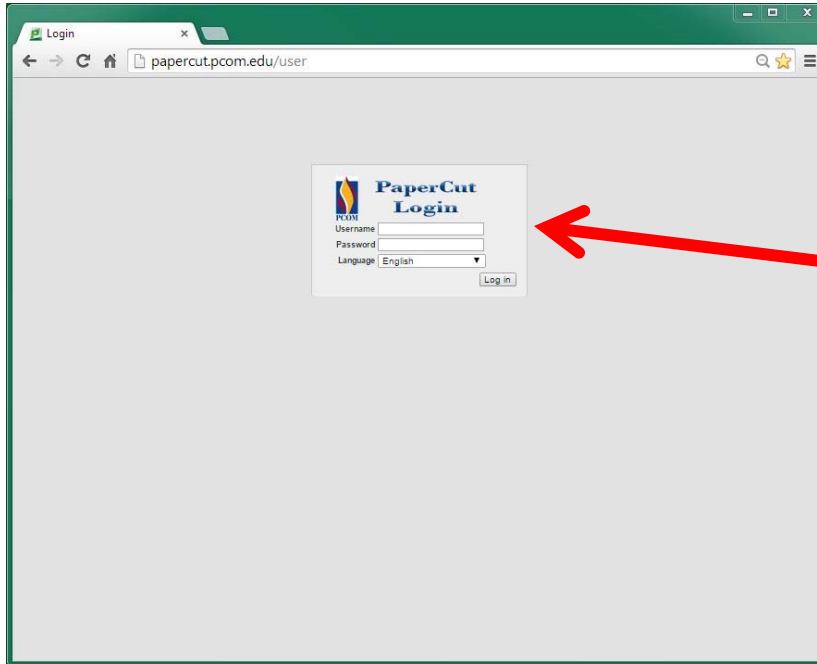
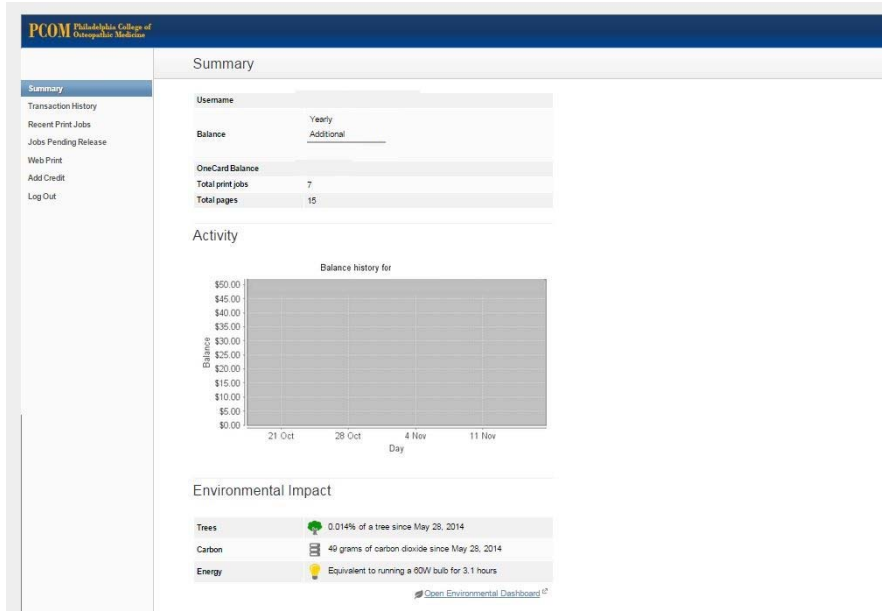


## PaperCut Web Portal

- 1) Navigate to the website [papercut.pcom.edu](http://papercut.pcom.edu)

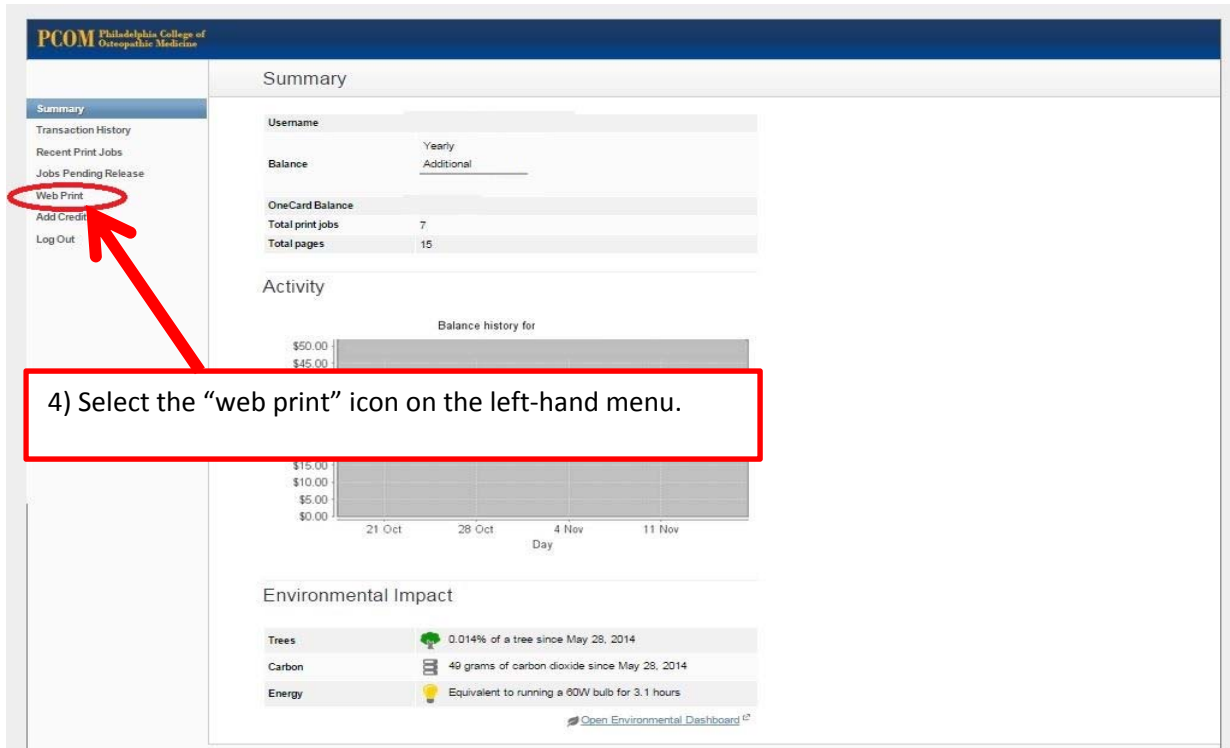


- 2) Use your PCOM username and password (it should be the same as your computer login or wireless account).



- 3) Once logged into papercut it should take you to the summary screen. The summary screen allows you to see their balance and printing statistics on one page.

## Web Printing:



PCOM Philadelphia College of Osteopathic Medicine

Summary

Username \_\_\_\_\_

Balance Yearly Additional \_\_\_\_\_

OneCard Balance

Total print jobs 7

Total pages 15

Activity

Balance history for

Day	Balance
21 Oct	\$50.00
28 Oct	\$45.00
4 Nov	\$15.00
11 Nov	\$10.00
	\$5.00
	\$0.00

Environmental Impact

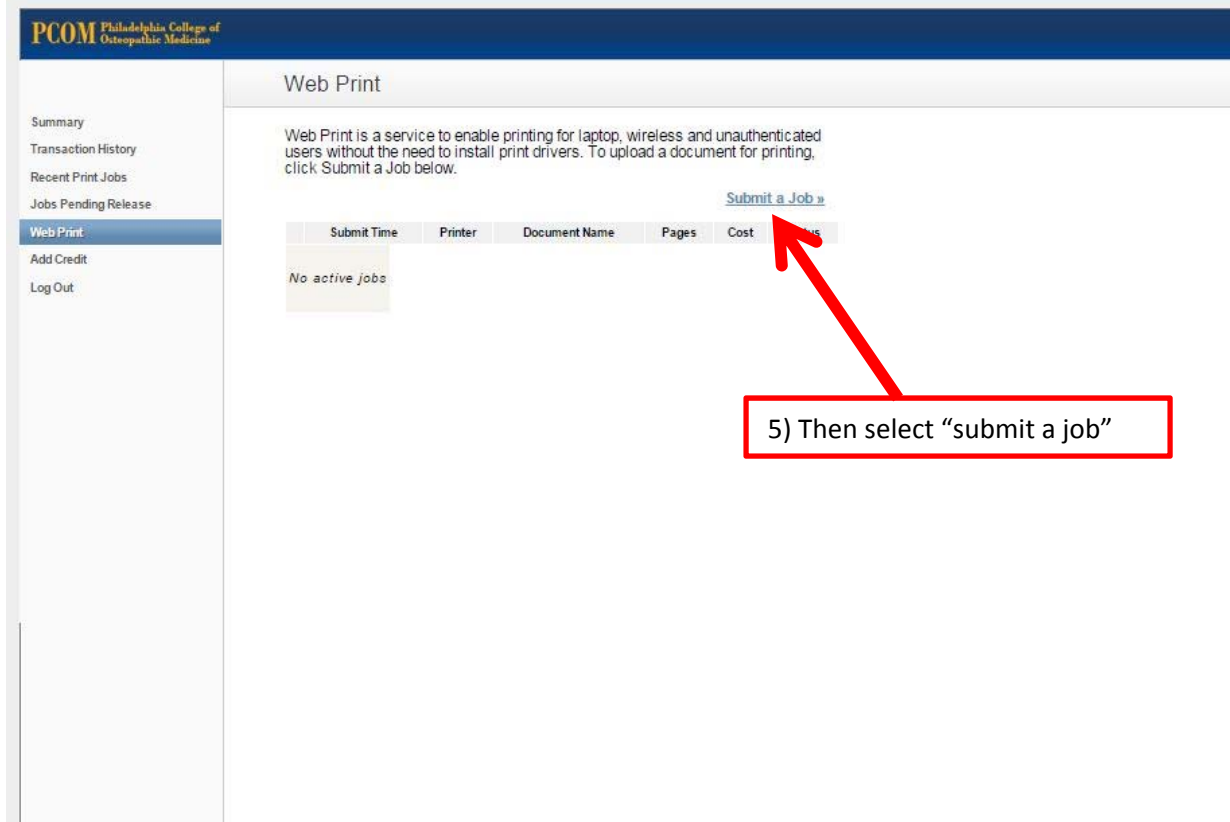
Trees 0.014% of a tree since May 28, 2014

Carbon 49 grams of carbon dioxide since May 28, 2014

Energy Equivalent to running a 60W bulb for 3.1 hours

[Open Environmental Dashboard](#)

4) Select the "web print" icon on the left-hand menu.



PCOM Philadelphia College of Osteopathic Medicine

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					

5) Then select "submit a job"

### Web Print

- Summary
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Add Credit
- Log Out

1. Printer 2. Options 3. Upload

Select a printer:

Quick Find:

Printer Name ▲	Location/Department
<input checked="" type="radio"/> hrt-papercutFollow Me Q - PaperCut (virtual)	

« Back to Active Jobs 

6) After selecting "submit a job" you have to select a printer to send the print job to.

### Web Print

- Summary
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Add Credit
- Log Out

1. Printer 2. Options 3. Upload

Select a printer:

Quick Find:

Printer Name ▲	Location/Department
<input checked="" type="radio"/> hrt-papercutFollow Me Q - PaperCut (virtual)	

« Back to Active Jobs 

7) Once the printer is selected, click on the "Print Options and Account Selection" button.

Web Print

- Summary
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Add Credit
- Log Out

1. Printer 2. Options 3. Upload

Options

Copies:

« 1. Printer Selection 3. Upload Documents »

8) The next prompt will ask how many copies, input the number copies desired.

Web Print

- Summary
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Add Credit
- Log Out

1. Printer 2. Options 3. Upload

Options

Copies:

« 1. Printer Selection 3. Upload Documents »

9) Then select "upload documents."

## Uploading Files (Method 1).

The screenshot shows the PCOM Web Print interface. A red box highlights the "Drag files here" area, which contains a document icon and the text "Drag files here". A red arrow points from this box to a text box on the right. Below the drag area is an "Upload from computer" button. A table lists supported file types and extensions. At the bottom, there are "Print Options" and "Upload & Complete" buttons.

1. Printer 2. Options 3. Upload

Select documents to upload and print

Drag files here

Upload from computer

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xltm, xltx, xltm, xltx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf

2. Print Options Upload & Complete

10a) In order to upload a file just "drag and drop" the file into the "drag files here" area.

## Uploading Files (Method 2).

The screenshot shows the PCOM Web Print interface. A red box highlights the "Upload from computer" button. A red arrow points from this box to a text box on the right. The "Drag files here" area is also visible. The table of supported file types and extensions is the same as in Method 1.

1. Printer 2. Options 3. Upload

Select documents to upload and print

Drag files here

Upload from computer

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xltm, xltx, xltm, xltx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf

2. Print Options Upload & Complete

10b) Select "upload from computer" and manually search for the file location and select "open."

PCOM Philadelphia College of Osteopathic Medicine

### Web Print

Summary  
Transaction History  
Recent Print Jobs  
Jobs Pending Release  
Web Print  
Add Credit  
Log Out

1. Printer 2. Options 3. Upload

Select documents to upload and print

paperout.pdf  
35.8 KiB  
[REMOVE](#)

[Upload from computer](#)

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xism,.xlsx, xltm, xlsx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf

[« 2. Print Options](#) [Upload & Complete »](#)

11) Once the file is uploaded select "upload & complete"

PCOM Philadelphia College of Osteopathic Medicine

### Web Print

Summary  
Transaction History  
Recent Print Jobs  
Jobs Pending Release  
Web Print  
Add Credit  
Log Out

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

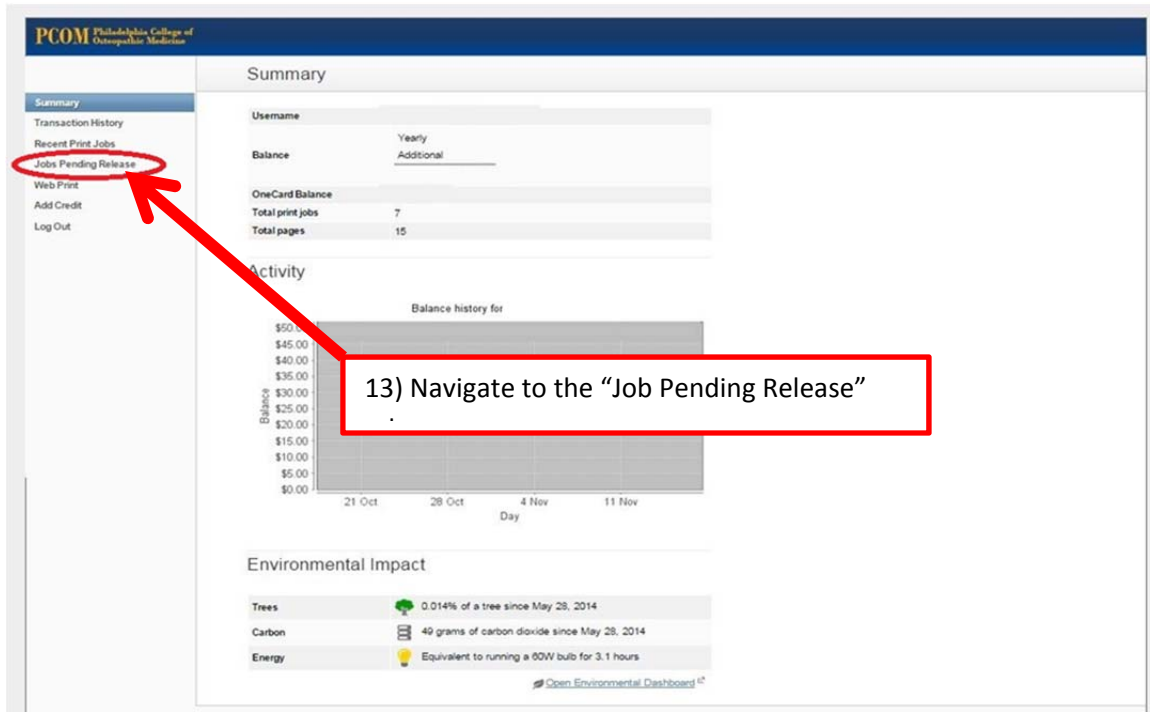
Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click: [Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
Nov 17, 2014 3:20:34 PM	hp-paperout/Follow Me Q - PaperCut	paperout.pdf			Submitting

12) On this screen the file being uploaded. (Also pay attention to the "printer" and "status" of the print job.)

## PRINT JOB RELEASE (There are two methods when using FOLLOW ME Q)

### Method 1: (release through web portal)



PCOM Philadelphia College of Osteopathic Medicine

Summary

- Summary
- Transaction History
- Recent Print Jobs
- Jobs Pending Release**
- Web Print
- Add Credit
- Log Out

Username: [redacted]  
Balance: Yearly Additional  
OneCard Balance: [redacted]  
Total print jobs: 7  
Total pages: 15

Activity

Balance history for

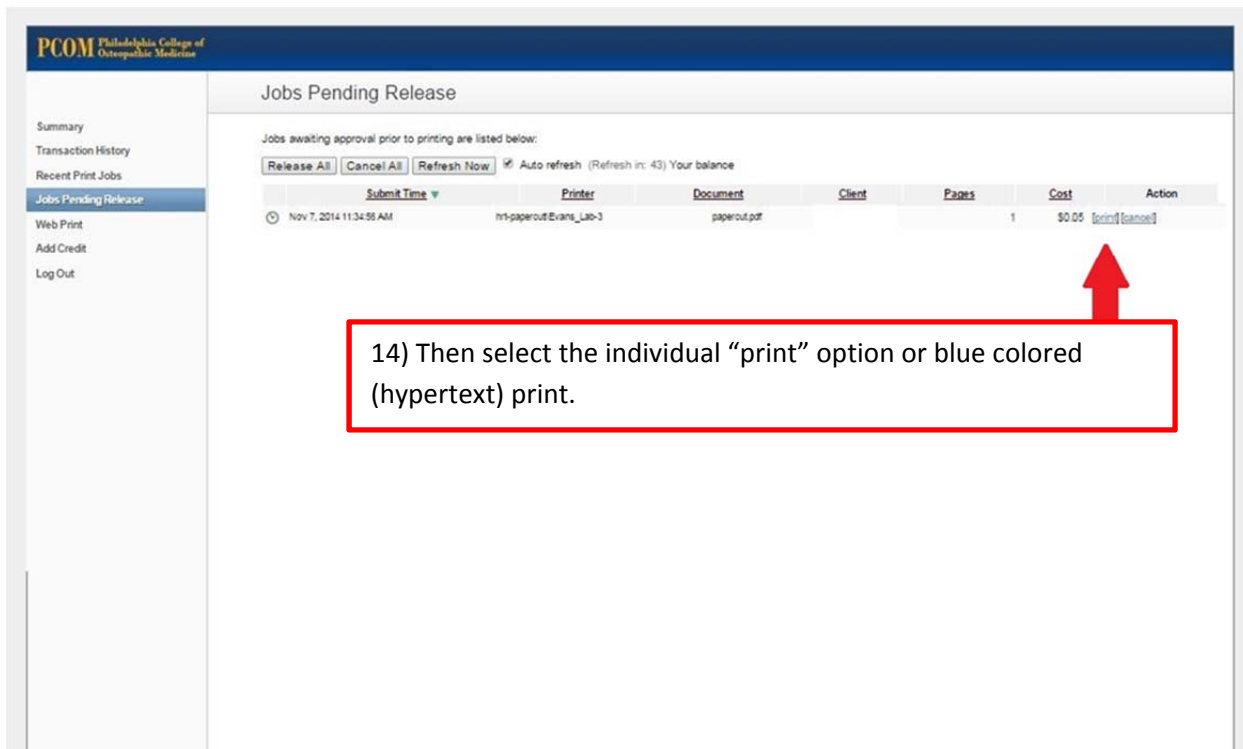
Day	Balance
21 Oct	\$0.00
28 Oct	\$0.00
4 Nov	\$0.00
11 Nov	\$0.00

Environmental Impact

- Trees: 0.014% of a tree since May 28, 2014
- Carbon: 49 grams of carbon dioxide since May 28, 2014
- Energy: Equivalent to running a 60W bulb for 3.1 hours

Open Environmental Dashboard

13) Navigate to the "Job Pending Release"



PCOM Philadelphia College of Osteopathic Medicine

Jobs Pending Release

Jobs awaiting approval prior to printing are listed below:

[Release All](#) [Cancel All](#) [Refresh Now](#)  Auto refresh (Refresh in: 43) Your balance

Submit Time	Printer	Document	Client	Pages	Cost	Action
Nov 7, 2014 11:34:55 AM	hs-paperoutEvans_Lab-3	paperout.pdf		1	\$0.05	<a href="#">print</a> <a href="#">cancel</a>

14) Then select the individual "print" option or blue colored (hypertext) print.

**PCOM** Philadelphia College of  
Osteopathic Medicine

### Jobs Pending Release

This job may be printed at one of several possible printers. Please select a printer from the list below.

Printer	Location	Status
<a href="#">hrt-papercutATL-PC-Classroom1</a>	PCOM Atlanta	OK
<a href="#">hrt-papercutATL-PCLab-1</a>		OK
<a href="#">hrt-papercutATL-PCLab-2</a>		OK
<a href="#">hrt-papercutCafeteria Exit</a>		OK
<a href="#">hrt-papercutEvans_Lab-1</a>		OK
<a href="#">hrt-papercutEvans_Lab-2</a>		OK
<a href="#">hrt-papercutEvans_Lab-3</a>		OK
<a href="#">hrt-papercutEvans_Lab-4</a>		OK
<a href="#">hrt-papercutLibrary_1stFI-1</a>		OK
<a href="#">hrt-papercutLibrary_1stFI-2</a>		OK
<a href="#">hrt-papercutLibrary_2ndFI-1</a>		OK
<a href="#">hrt-papercutLibrary_2ndFI-2</a>		OK
<a href="#">hrt-papercutRICOH SP 4210N PCL 6</a>		OK
<a href="#">hrt-papercutRowland-Lab-1</a>		OK
<a href="#">hrt-papercutZedick-entrance</a>		OK
<a href="#">hrt-papercutRowland-Lab-2</a>		Device is offline

Back

15) Then select a printer from the list, but make sure you click on the hyperlink in blue to select the printer.

**Method 2: (release job at specific copiers) (A list of release copiers will be generated at a later time.) (Also the pictures for the copier interface will be provided at a later time.)**

The user will have to login to the copier via:

Username and password.

Or Proxy (Swipe/wave card across a sensor.)

