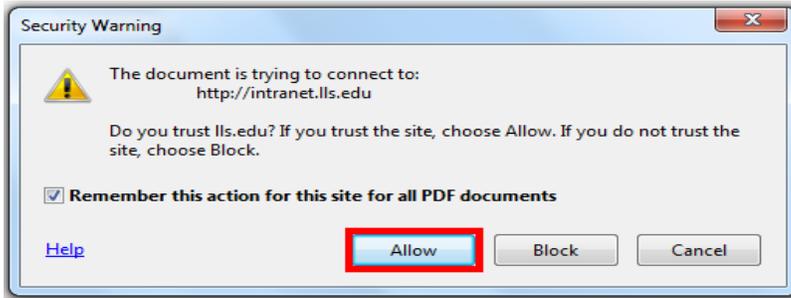


Web Print

PaperCut's Web Print option allows you to print PDF files as well as Microsoft Office documents (Word, Excel, and Power Point in docx or doc, xlsx or xls, pptx or ppt varieties, among others), without the need to install the PaperCut Client . You will still need to walk over to any of the Computer Lab printers and release your jobs.

1. Open a Browser.
2. Go to either <http://printserv.lls.edu:9191/user> or <http://printserv.lls.edu:9191>

Note: If you get a Security Warning window asking if you trust lls.edu, click **Allow**.



3. You might get a security warning telling you that the web site cannot be trusted, is **OK** you can continue. For:
 - A. **Internet Explorer** click **Continue to this website**
 - B. **Mozilla Firefox**
 - i. Click on **I Understand the Risks**
 - ii. Click **Add Exception**
 - iii. Click on **Confirm Security Exception**
 - C. **Chrome** click on **Proceed anyway**
 - D. **Safari** click on **Continue**
4. The PaperCut Login page should load. Login with you **IdM User Name and Password**

5. Click on **Web Print** on the left side of the page.

PaperCut

Summary

Rates

Redeem Card

Transaction History

Recent Print Jobs

Jobs Pending Release

Change Details

Web Print

Log Out

Summary

| | |
|------------------|------------|
| User name | lls-test01 |
| Balance | \$230.74 |
| Total print jobs | 24 |
| Total pages | 79 |

Activity

6. Click on **Submit a job**

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 | | | | | |

7. Select either the Black and White printers or the Color printer and click **Print Options and Account Selection**.

Web Print

1. Printer 2. Options 3. Upload

Select a printer:

Quick Find:

| Printer Name ▲ | Location/Department |
|---|--------------------------|
| <input type="radio"/> printserv.lls.edu\LawReviews-BlackandWhite-Printers (virtual) | Founders 245 |
| <input type="radio"/> printserv.lls.edu\Library-BlackandWhite-printers (virtual) | William M. Rains Library |
| <input type="radio"/> printserv.lls.edu\Library-Color-Printers (virtual) | Rains 210 |

8. Input the number of Copies you want and click on **Upload Document**

Web Print 1. Printer 2. Options 3. Upload

Options

Copies:

« 1. Printer Selection
3. Upload Document »

9. Click on **Choose File** (Chrome and Safari) or **Browse** (Internet Explorer and Firefox) and look for the file you want to print. Click on **Upload and Complete**

Web Print 1. Printer 2. Options 3. Upload

Select a document to upload and print

No file chosen

The following file formats are allowed:

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

« 2. Print Options
Upload & Complete »

10. Wait for the Status to change to **Held in a queue**, walk to any of the printers in the Computer Lab and release your job.

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 |
|---------------------------|--|---|-------|--------|-----------------|
| Sep 4, 2011 5:47:48 PM | printserv.ils.edu/Library-BlackandWhite-printers | Computer Orientation Class Signup Sheet.doc | 1 | \$0.10 | Held in a queue |