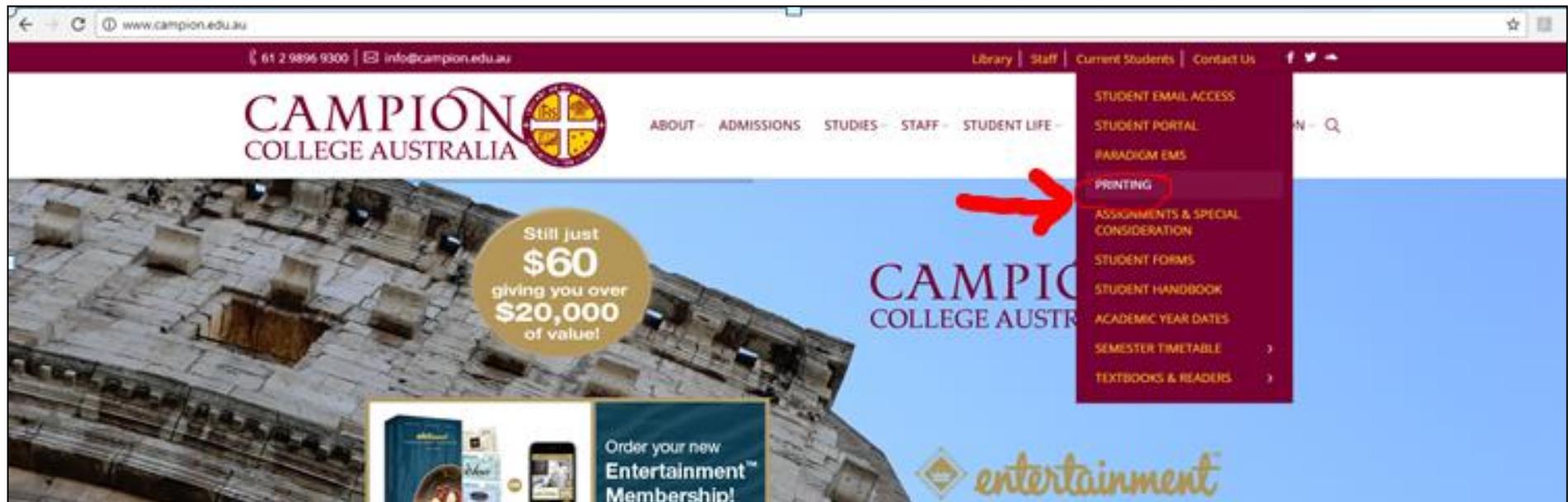


# HOW TO WIRELESSLY PRINT TO A LIBRARY PRINTER

1. Visit the **Campion College website**
2. Hover over **CURRENT STUDENTS**



3. Select **PRINTING**

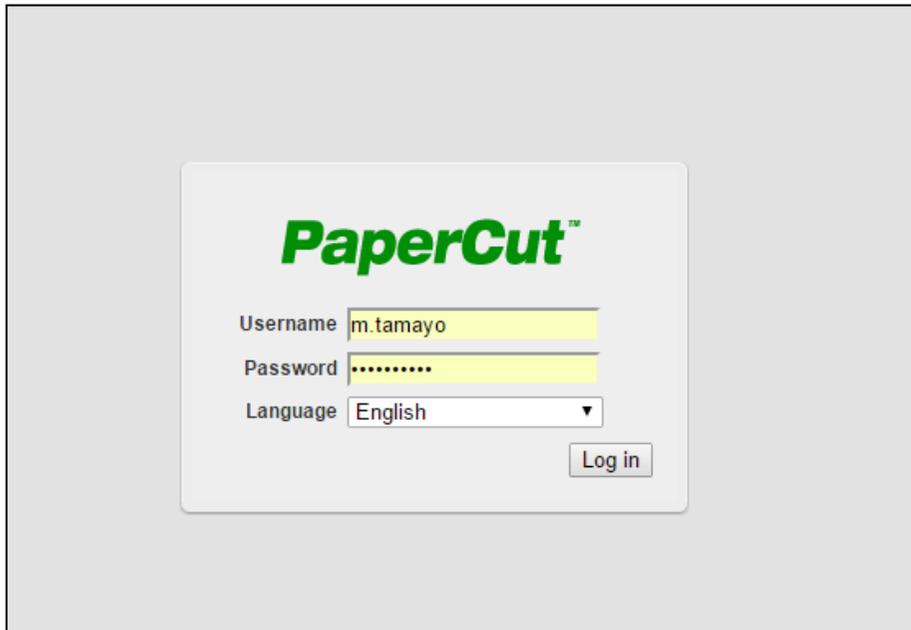


**4. They will be re-directed to PaperCut, where they should log in with the same details as their email accounts.**

e.g. if student email is [m.tamayo@student.campion.edu.au](mailto:m.tamayo@student.campion.edu.au) and password for this email was 1STUDENT, then details would be:

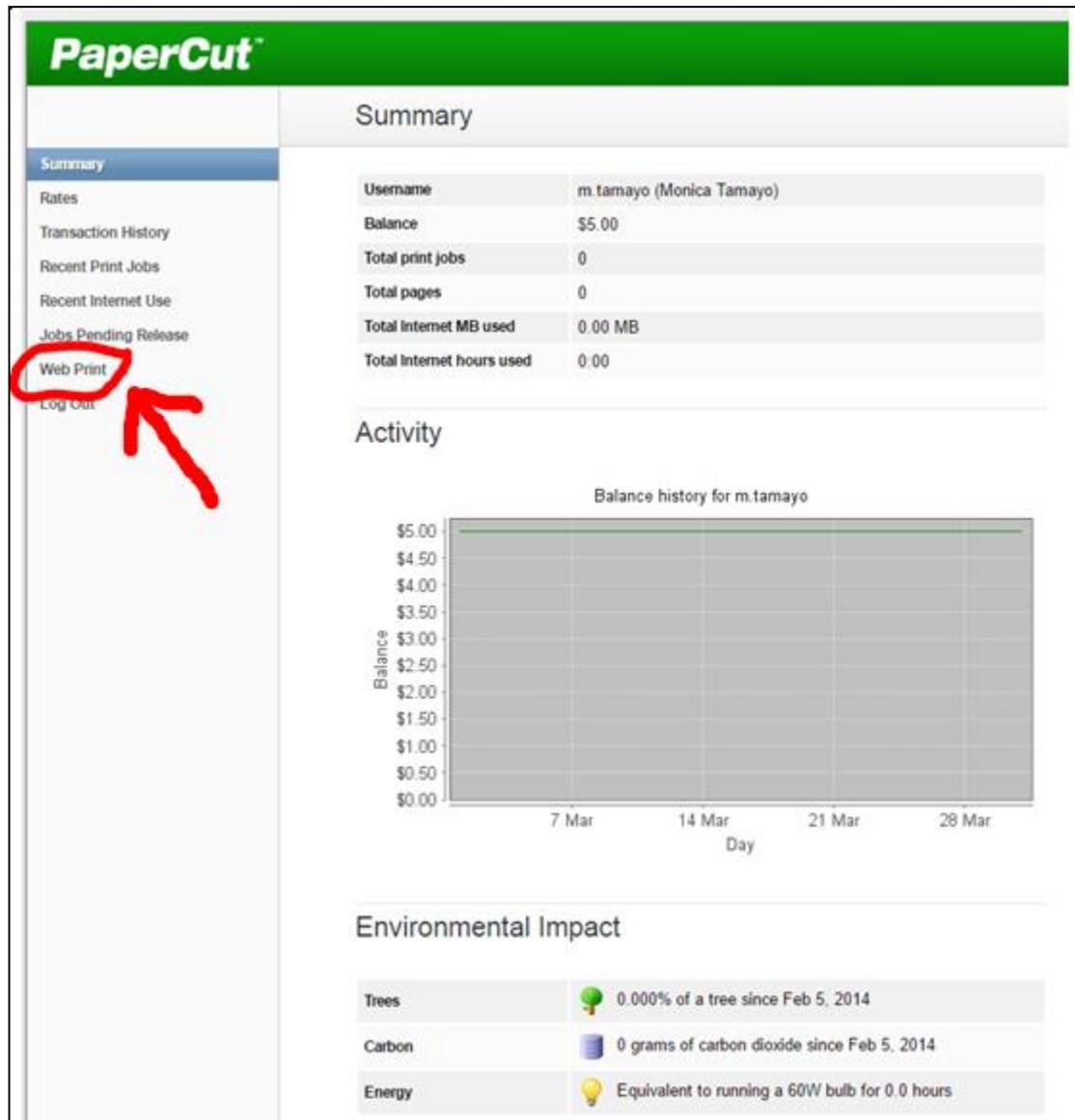
Username - student1\m.tamayo

Password – 1STUDENT



The image shows a screenshot of the PaperCut login page. The page has a light gray background. In the center, there is a white rounded rectangle containing the PaperCut logo in green. Below the logo, there are three input fields: 'Username' with the text 'm.tamayo', 'Password' with a masked password of seven dots, and 'Language' with a dropdown menu set to 'English'. A 'Log in' button is located at the bottom right of the form.

5. Select WEB PRINT link on the bottom left tab



The screenshot displays the PaperCut web interface. The left sidebar contains a navigation menu with the following items: Summary, Rates, Transaction History, Recent Print Jobs, Recent Internet Use, Jobs Pending Release, Web Print, and Log Out. The 'Web Print' link is circled in red, and a red arrow points to it from the right. The main content area is titled 'Summary' and contains a table with the following data:

Username	m tamayo (Monica Tamayo)
Balance	\$5.00
Total print jobs	0
Total pages	0
Total Internet MB used	0.00 MB
Total Internet hours used	0:00

Below the summary table is an 'Activity' section with a line graph titled 'Balance history for m.tamayo'. The y-axis is labeled 'Balance' and ranges from \$0.00 to \$5.00 in increments of \$0.50. The x-axis is labeled 'Day' and shows dates 7 Mar, 14 Mar, 21 Mar, and 28 Mar. A horizontal green line is drawn at the \$5.00 mark, indicating a constant balance.

At the bottom of the page is an 'Environmental Impact' section with the following data:

Trees	0.000% of a tree since Feb 5, 2014
Carbon	0 grams of carbon dioxide since Feb 5, 2014
Energy	Equivalent to running a 60W bulb for 0.0 hours

6. Select **SUBMIT A JOB >>**

**PaperCut™**

### Web Print

Summary

Rates

Transaction History

Recent Print Jobs

Recent Internet Use

Jobs Pending Release

**Web Print**

Log Out

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 which printer to print to from options given (the location of each printer is on the right, under Location/Department), Then select **2. PRINT OPTIONS AND ACCOUNT SELECTION >>** button

### Web Print

1. Printer 2. Options 3. Upload

Select a printer:

Quick Find:

Printer Name ▲	Location/Department
<input type="radio"/> papercutFX-C2275-Library-Colour	Library Photocopier Room
<input type="radio"/> papercutLab 1 Printer 1	Computer Lab 1
<input type="radio"/> papercutLab 1 Printer 1B	Computer Lab 1
<input checked="" type="radio"/> papercutLab 2 Printer 1	Computer Lab 2

8. Type in the number of copies you want to print.  
Then select 3. UPLOAD DOCUMENT >>

Web Print

1. Printer 2. Options 3. Upload

Options

Copies: 1

« 1. Printer Selection

3. Upload Documents »

9. Select BROWSE and find select the document you want to print.  
Then select UPLOAD & COMPLETE >>

Note: ONLY PDF files are accepted, so if your document is in Word document format, you will either need to:

- (1) print from a Campion printer with a USB,
- (2) print from a USB using the Library photocopier, or
- (3) convert your file to a PDF and then print.

Web Print

1. Printer 2. Options 3. Upload

Select documents to upload and print

Choose Files No file chosen

The following file types are allowed.

Application / File Type	File Extension(s)
PDF	pdf

« 2. Print Options

Upload & Complete »

**10. Your printing job and status will be displayed, and you will be charged for the print 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 »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
Mar 31, 2017 9:49:57 AM	papercut\Lab 2 Printer 1	Instructions - Arming and Disarming the Alarm - Library & Computer Lab 1.pdf	1	\$0.11	Finished: Queued for printing

## TROUBLESHOOTING

- **If there was an error with your print job:**

Please consult the Librarian.

- **If the link is not working:**

Please see Student Administration and they will contact IT.

- **If you don't have enough printing credit:**

Please visit the Student Financial Officer between 12:30 to 1:30pm to pay by cash (\$10 minimum) or card (\$20 minimum),

**AND THEN** take your issued receipt to Student Administration and they will process your credit through PaperCut.