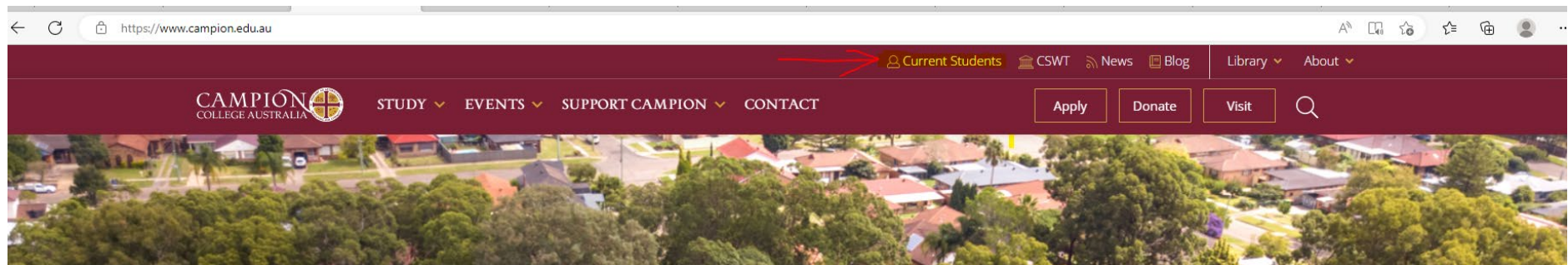
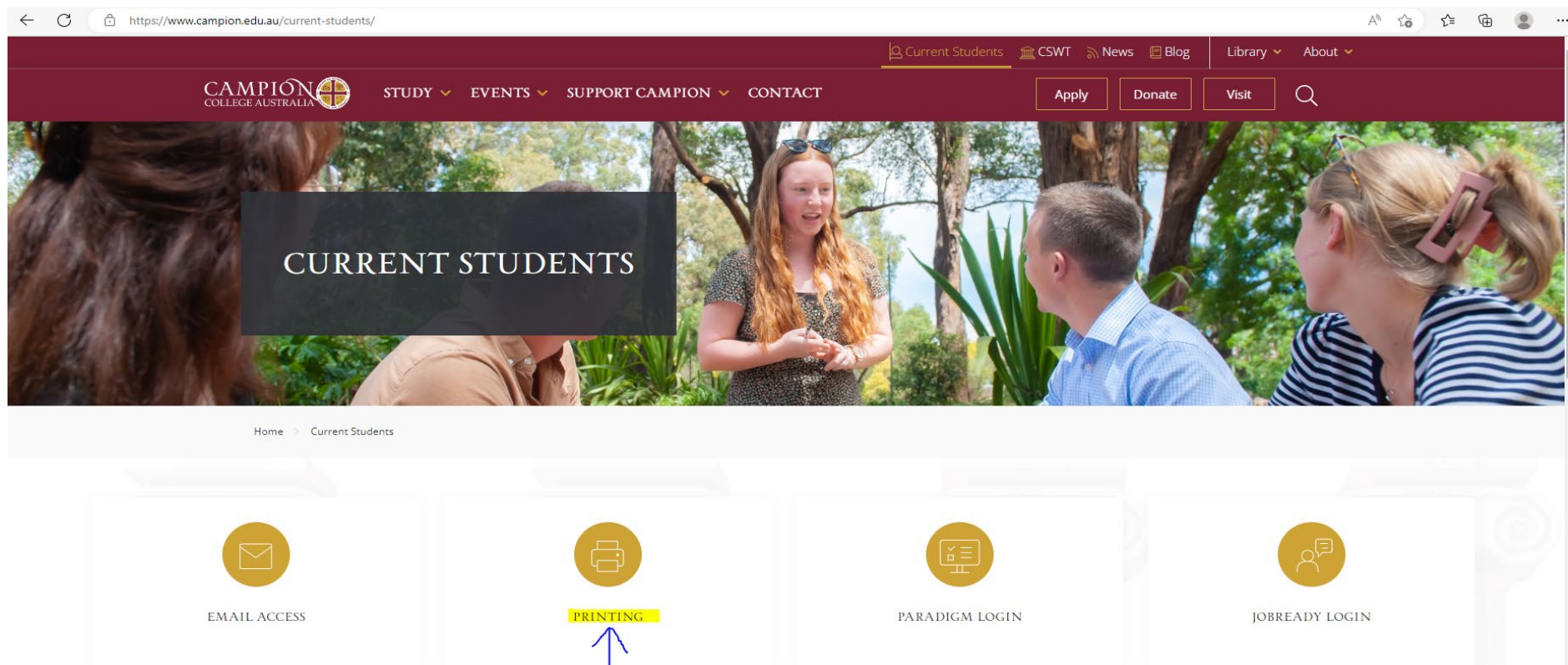


HOW TO WIRELESSLY PRINT TO A LIBRARY PRINTER

1. Visit the Campion College website: [Campion College - Australia's first liberal arts tertiary college](https://www.campion.edu.au)
2. Click on CURRENT STUDENTS

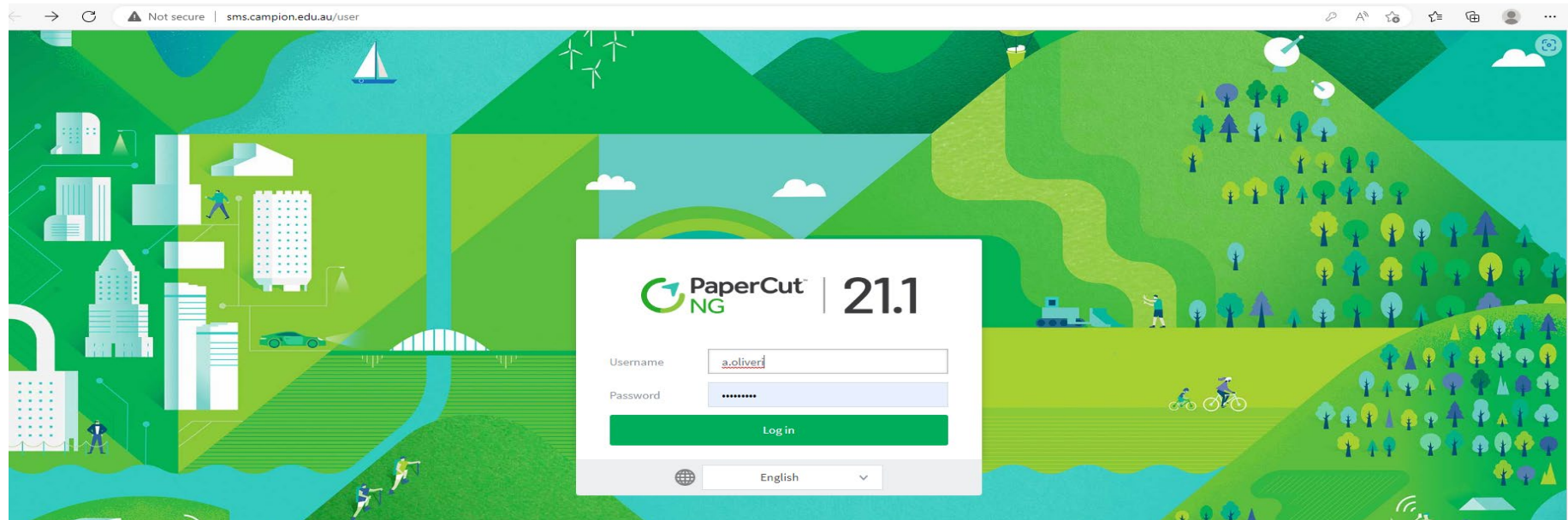


3. Select PRINTING

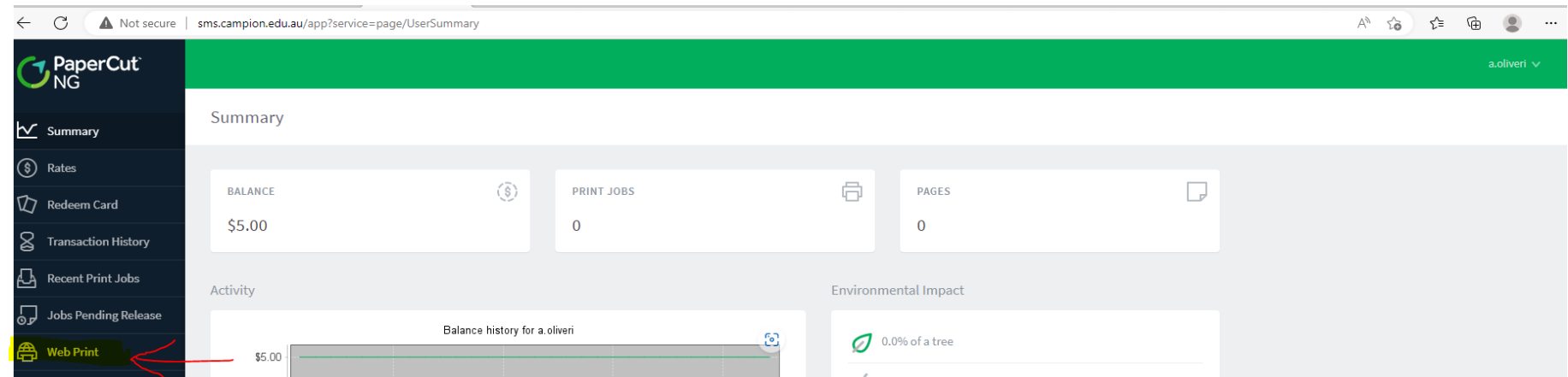


HOW TO WIRELESSLY PRINT TO A LIBRARY PRINTER

- You will be re-directed to PaperCut, where you should log in with the same details as your email account.
e.g. if your student email is a.oliveri@student.campion.edu.au and password for this email was Password1, then details would be:
Username - student1\a.oliveri
Password - Password1



- Select WEBPRINT on the bottom left tab



HOW TO WIRELESSLY PRINT TO A LIBRARY PRINTER

6. Select SUBMIT A JOB

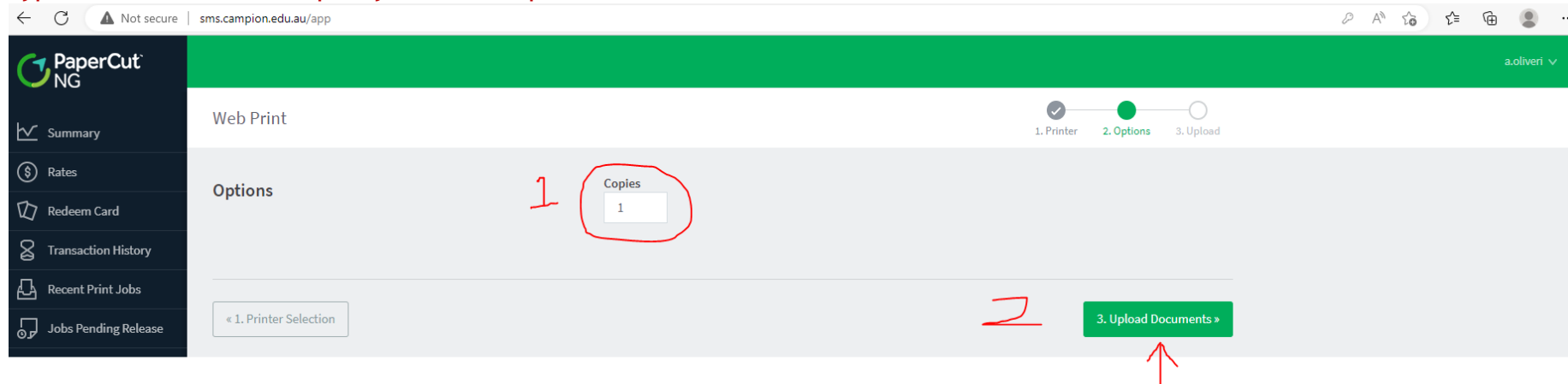
The screenshot shows the PaperCut NG Web Print interface. The left sidebar contains navigation links: Summary, Rates, Redeem Card, Transaction History, Recent Print Jobs, Jobs Pending Release, and Web Print. The main content area is titled 'Web Print' and includes a description: 'Web Print is a service 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.' A green button labeled 'Submit a Job >' is highlighted with a red arrow. Below this is a table with columns: SUBMIT TIME, PRINTER, DOCUMENT NAME, PAGES, COST, and STATUS. The table currently shows '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

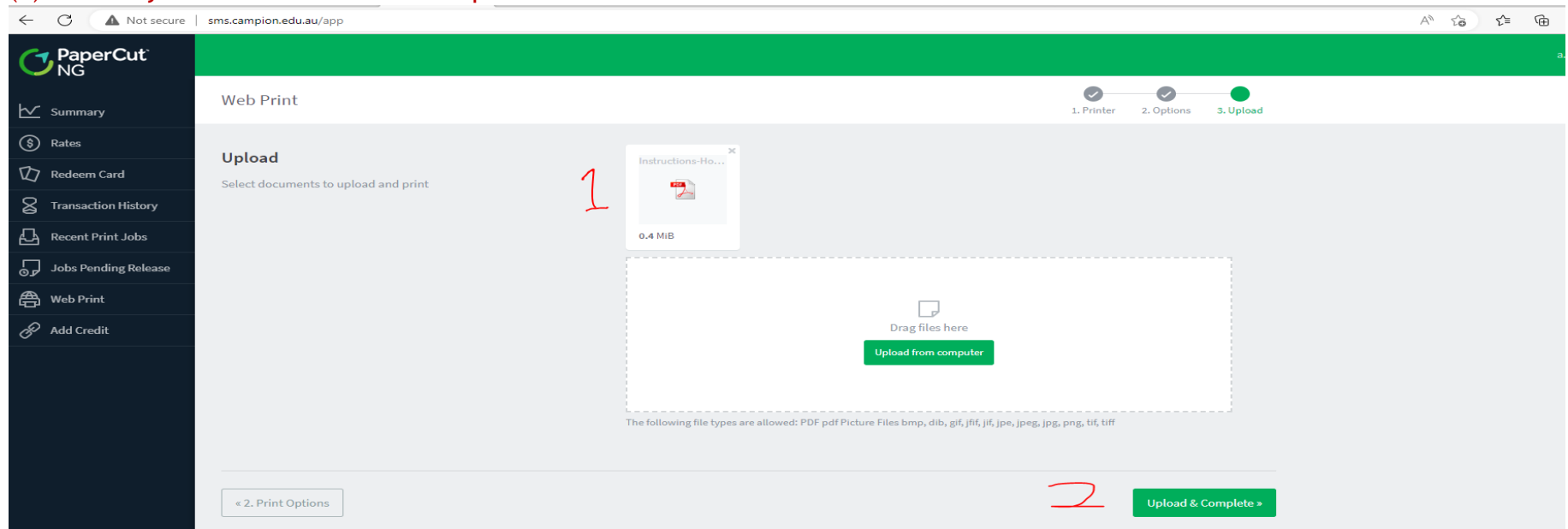
The screenshot shows the 'Select a printer:' step in the PaperCut NG Web Print interface. A progress bar at the top indicates the current step: 1. Printer (active), 2. Options, 3. Upload. Below the progress bar, there is a search bar and a list of printers. The first printer, 'papercut\FX-C2275-Library-Colour', is circled in red and labeled with a red '1'. The 'LOCATION/DEPARTMENT' column for this printer is highlighted in yellow and shows 'Library Photocopier Room'. At the bottom right, a green button labeled '2. Print Options and Account Selection >' is highlighted with a red arrow labeled with a red '2'.

HOW TO WIRELESSLY PRINT TO A LIBRARY PRINTER

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

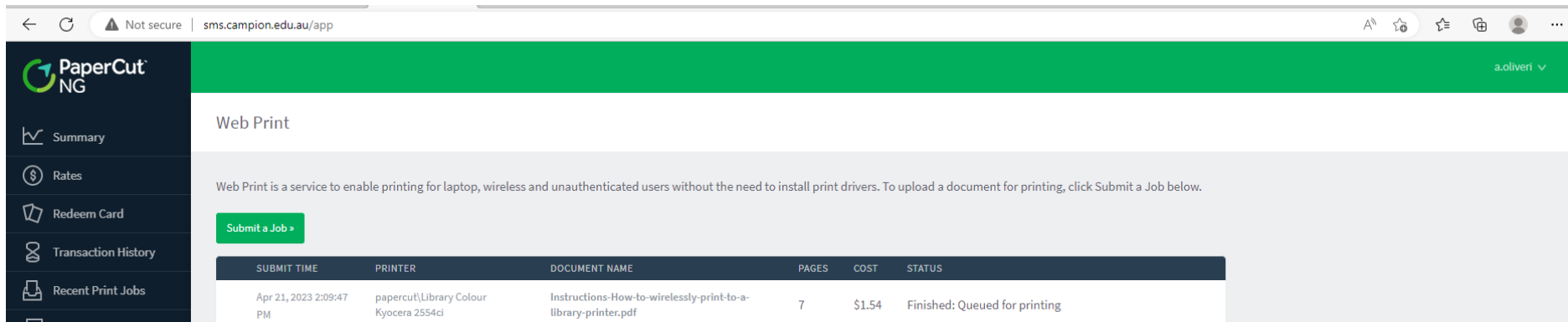


9. Select BROWSE and find select the document you want to print. Then, select UPLOAD & COMPLETE >>
Note: ONLY PDF files are accepted, so if your document is in Word document format, you will either need to:
- (1) print from a Campion printer with a USB,
 - (2) print from a USB using the Library photocopier, or
 - (3) convert your file to a PDF and then print.



HOW TO WIRELESSLY PRINT TO A LIBRARY PRINTER

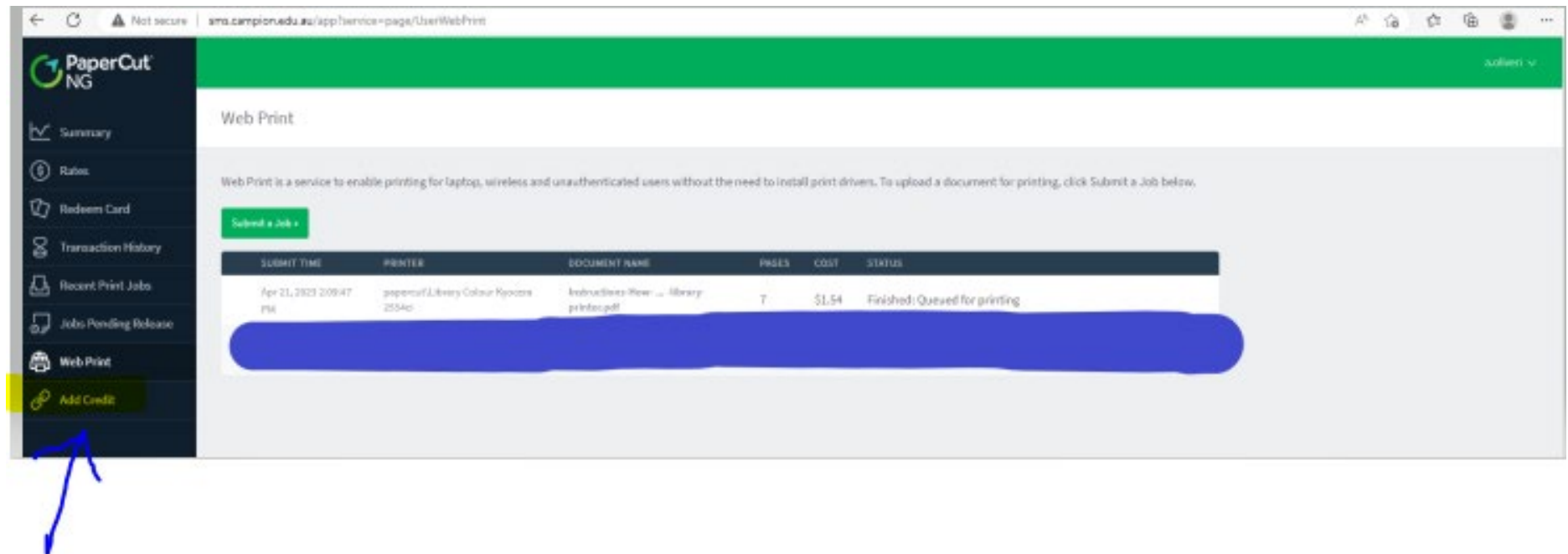
10. Your printing job and status will be displayed, and you will be charged for the print job.



The screenshot shows the PaperCut NG Web Print interface. The left sidebar contains navigation links: Summary, Rates, Redeem Card, Transaction History, Recent Print Jobs, and Add Credit. The main content area is titled "Web Print" and includes a description of the service and a "Submit a Job" button. Below this is a table displaying a single print job.

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Apr 21, 2023 2:09:47 PM	papercut/Library Colour Kyocera 2554ci	Instructions-How-to-wirelessly-print-to-a-library-printer.pdf	7	\$1.54	Finished: Queued for printing

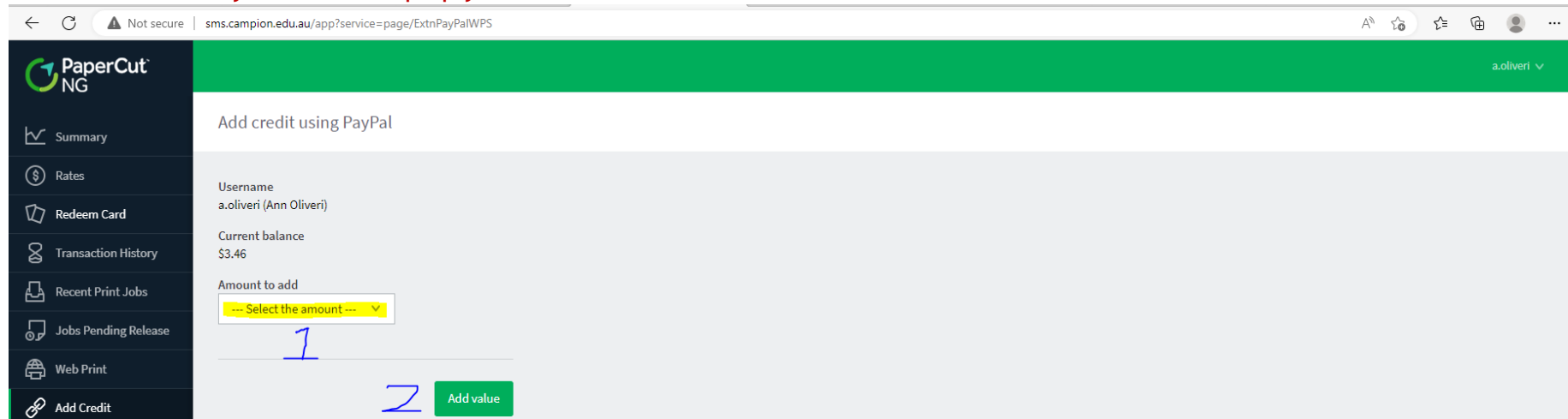
11. To top up your printing credit: select ADD CREDIT



This screenshot shows the same PaperCut NG Web Print interface as the previous one, but with the "Add Credit" button in the left sidebar highlighted in yellow. A blue arrow points to this button. The main content area remains the same, showing the "Web Print" section and the table of print jobs.

HOW TO WIRELESSLY PRINT TO A LIBRARY PRINTER

12. Select the amount you want to top up your credit with then ADD VALUE



The screenshot shows the PaperCut NG web interface. The left sidebar contains navigation links: Summary, Rates, Redeem Card, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print, and Add Credit. The main content area is titled 'Add credit using PayPal'. It displays the user's username as 'a.oliveri (Ann Oliveri)' and their current balance as '\$3.46'. Below this, there is a section for 'Amount to add' with a dropdown menu showing '--- Select the amount ---'. The number '1' is handwritten in blue next to the dropdown. At the bottom right, there is a green 'Add value' button, with a blue handwritten '2' next to it.

13. You will be redirected to **YOUR PAYPAL ACCOUNT** to complete the credit top up.

TROUBLESHOOTING

- If there was an error with your print job:

Please consult the Librarian.

- If the link is not working:

Please see the Student Administrative Assistant/Receptionist and they will contact IT.