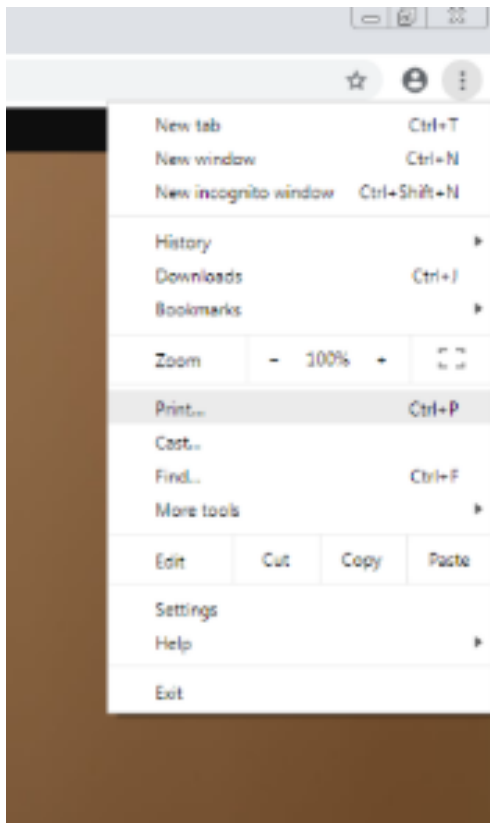


How to Print on Campus - Students

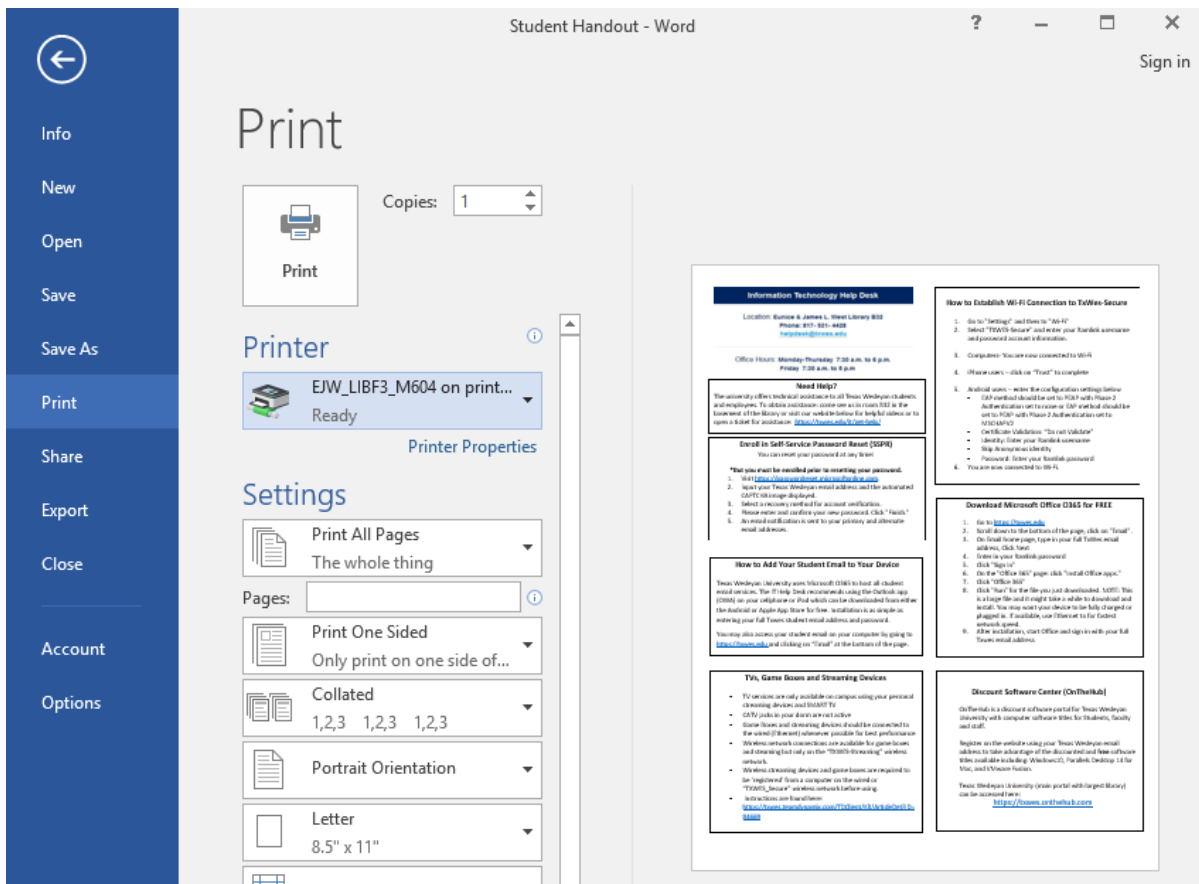
THERE ARE (2) WAYS FOR STUDENTS TO PRINT WHILE ON CAMPUS:

1. Printing From TxWes Campus Computers in Classrooms and Library:

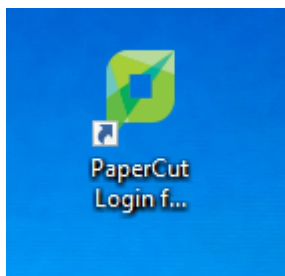
- A. Print your job as normal by selecting File -> Print from within the program you are working with (Word, Excel, Chrome, Internet Explorer, etc).
NOTE: You can print all types of files using this method: Word Docs, Excel, PDF, jpeg, png and other files.



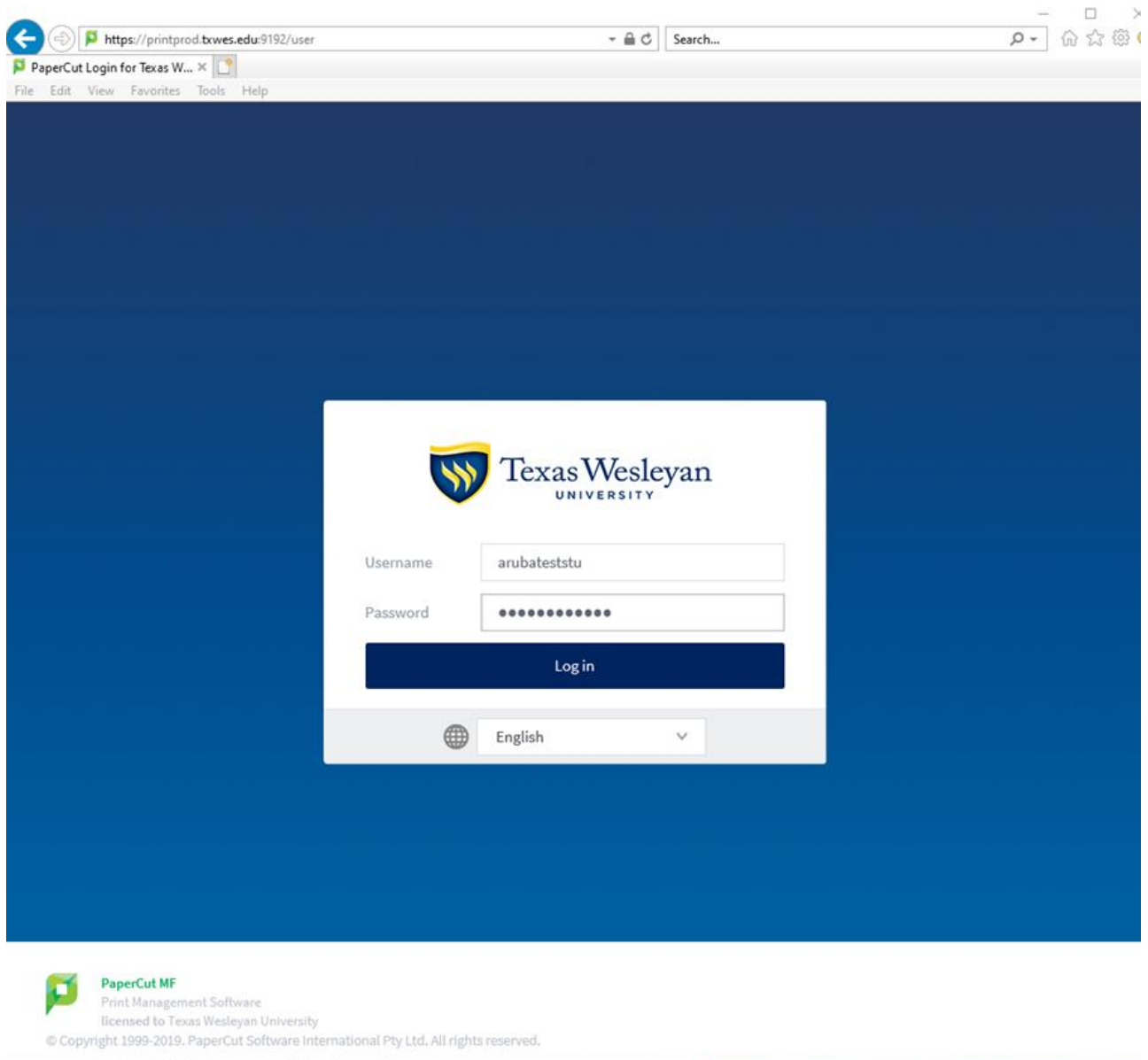
B. Select the printer you want to use from the list and click on print.



C. Then navigate to the computer's 'desktop' and double click on the "PaperCut Login for Texas Wesleyan University" icon on the desktop.



- D. Enter your Texas Wesleyan Ramlink credentials in the "Username" and "Password" fields, and click on Log In"
*Note: You can also select a different language from this screen.



- E. When you Log In you will be on the "Summary" page. Click on "Jobs Pending Release" in the column on the left.

The screenshot displays the PaperCut MF Summary page for user arubateststu. The page is divided into several sections:

- Summary:** A top section with four cards: CARD/ID (with a [show] link), BALANCE (\$50.00), PRINT JOBS (4), and PAGES (5).
- Activity:** A line graph titled "Balance history for arubateststu" showing a balance of \$0.00 until late November, then a sharp increase to \$50.00 by early December. The x-axis is labeled "Day" with markers for 14 Nov, 21 Nov, 28 Nov, and 5 Dec. The y-axis is labeled "Balance" and ranges from \$0.00 to \$50.00 in \$5.00 increments.
- Environmental Impact:** A section showing the user's impact since Oct 22, 2019: 0.1% of a tree, 63 g of CO2, and 4.0 hours running a 60W light bulb. A link to the "Environmental Dashboard" is provided.
- Footer:** PaperCut MF 19.1.5 (Build 52403 2019-10-10) Print Management Software, licensed to Texas Wesleyan University. © Copyright 1999-2019. PaperCut Software International Pty Ltd. All rights reserved.

- F. On the "Jobs Pending Release" page: you can select to "print" and individual file or choose "Release All" to print all jobs in your print queue. You can also choose to "cancel" the print job if you decide it is not needed.

- G. The print job will then process in the queue and print out on the printer you selected.
NOTE: You are not charged for any print jobs until after you choose "print" or "Release All".

The screenshot shows a web browser window with the URL <https://printprod.txwes.edu:9192/app>. The page title is "PaperCut MF: Jobs Pending Release". The interface includes a navigation sidebar on the left with options: Summary, Rates, Redeem Card, Transaction History, Recent Print Jobs, Jobs Pending Release (selected), Change Details, and Web Print. The main content area is titled "Jobs Pending Release" and displays "1 job pending release with cost \$0.50" and "Your balance: \$48.95". There are "Release All" and "Cancel All" buttons. A table lists the pending job:

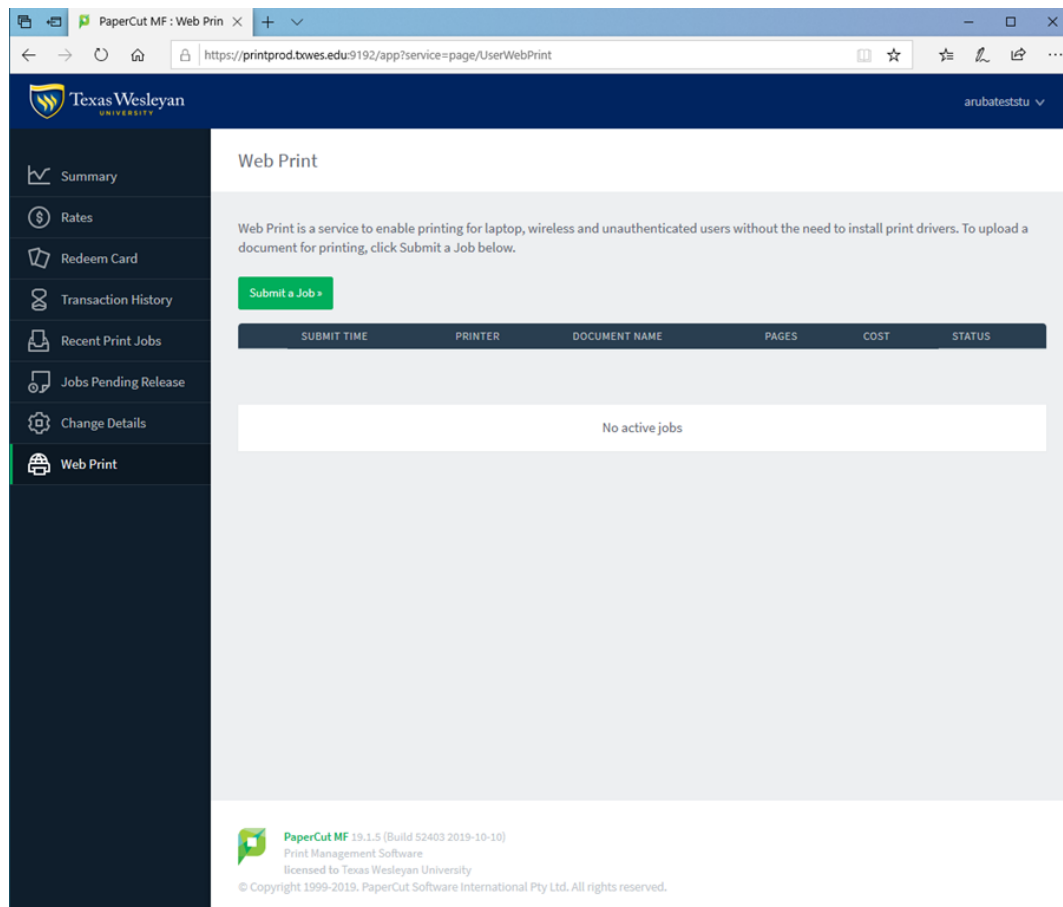
SUBMIT TIME	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Dec 18, 2019 1:04:10 PM	printprod\EJW_COPIER_B28	Student HandoutL.pdf	Web Print	1	\$0.50	[print] [cancel]

At the bottom, the footer contains: "PaperCut MF 19.1.5 (Build 52403 2019-10-10) Print Management Software licensed to Texas Wesleyan University © Copyright 1999-2019. PaperCut Software International Pty Ltd. All rights reserved."

2. Printing From Your Own Laptop While on Campus:

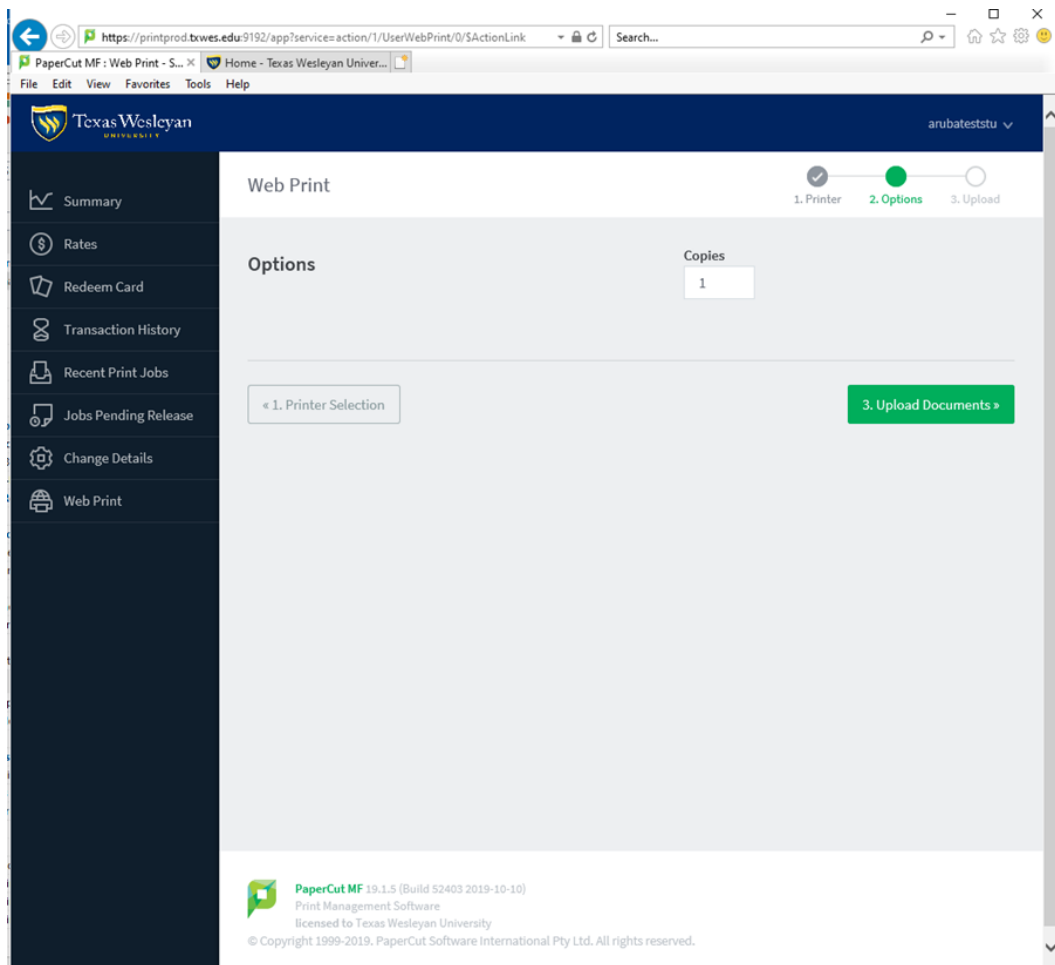
Printing using this method has limited functionality and only certain file types can be printed. Word documents and Excel spreadsheets for example must be converted to a PDF file before printing. The following file types are allowed: PDF, bmp, dib, gif, gif, jfif, jif, jpe, jpeg, jpg, png, tif, and tiff.

1. Open the web browser on your laptop and navigate to: <https://printprod.txwes.edu:9192/user>
2. Follow step C and D above and sign into the Papercut
3. Click on the "Web Print" tab in the left column



The screenshot shows a web browser window with the URL <https://printprod.txwes.edu:9192/app?service=page/UserWebPrint>. The page is titled "Web Print" and features a dark blue sidebar with navigation options: Summary, Rates, Redeem Card, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, and Web Print (which is highlighted). The main content area has a heading "Web Print" and a sub-heading "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." Below this is a green "Submit a Job »" button. A table with columns "SUBMIT TIME", "PRINTER", "DOCUMENT NAME", "PAGES", "COST", and "STATUS" is shown, but it is empty with the text "No active jobs" centered below it. At the bottom, there is a footer with the PaperCut MF logo, version "19.1.5 (Build 52403 2019-10-10)", and copyright information: "© Copyright 1999-2019. PaperCut Software International Pty Ltd. All rights reserved."

4. Click on the "Submit a Job" button and then click on "Upload Documents"



5. Drag the allowed file type or click on "Upload from computer" and navigate to the file you want to print.
6. Then click on "Upload & Complete" and the print job will 'render' and be moved to your queue for you to release in "Jobs Pending Release"

7. Print the job as shown in steps F and G above and your document(s) will be printed.

The screenshot shows a web browser window with the URL <https://printprod.twes.edu:9192/app>. The page is titled "Web Print" and features a progress indicator with three steps: "1. Printer" (checked), "2. Options" (checked), and "3. Upload" (active). The "Upload" section is titled "Upload" and contains the instruction "Select documents to upload and print". A file named "Student Hando..." (0.2 MIB) is shown as uploaded. Below this is a dashed box with a document icon, the text "Drag files here", and a green button labeled "Upload from computer". At the bottom of the upload area, a list of supported file types is provided: PDF, pdf, Picture Files, bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff. Navigation buttons include "< 2. Print Options" and "Upload & Complete >". The footer contains the PaperCut MF 19.1.5 logo and text: "PaperCut MF 19.1.5 (Build 52403 2019-10-10) Print Management Software licensed to Texas Wesleyan University © Copyright 1999-2019, PaperCut Software International Pty Ltd. All rights reserved."