

# PaperCut™ Web Print Print from a Laptop

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The WebPrint feature in PaperCut allows for printing from wireless devices to designated student printers and copier/\*mfd's on campus (\*mfd means multifunction device)

All you need is access to the Internet, a valid PaperCut™ account and sufficient print credits for the job you want to print.

## Log in to WebPrint

1. Open a Web Browser and type the following web address into the browser.

[www.camosun.bc.ca/printshop](http://www.camosun.bc.ca/printshop)

If you don't see the login page please contact the Printshop for assistance by email to [printshop@camosun.bc.ca](mailto:printshop@camosun.bc.ca) phone (250) 370-961 OR see the CP Techs at the Learning Commons at the Technology counter or Ewing 100A/Ewing 113.

2. You will see a page with the PaperCut™ login screen. Enter your Student # and password then click Logon. The Username and Password are the same ones you use to log into the computer at Camosun.
3. Click the Web Print option on the menu on the left.
4. Read through the notices on the next screen to understand the limitations of the process. If you had sent previous print jobs they would show up in the list under the Active Jobs heading.

## Using Web Print after log -in

1. To start a new job, click the Submit a Job >> link.
2. Choose the printer from the list by clicking in the circle next to the queue name.
3. Click the 2. Print Options and Account Selection button on the bottom right
4. Enter the number of copies