

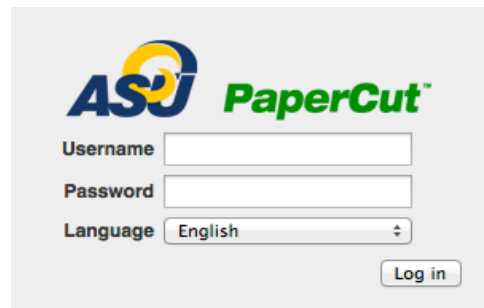
# Web Print: Release Documentation

Web Print makes it possible to print documents from your personal laptop. Upload the document to Web Print, and then follow the steps below to release it from your laptop or ASU Lab machine when you are in the MCS or Library Commons.

## STEP 1: Sign into PaperCut

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1. On your laptop or ASU MCS or Learning Commons Lab machine, go to the website “[papercut.angelo.edu](http://papercut.angelo.edu)” (this site will only work on your laptop while connected to the campus wifi).
2. For easy access, you may want to bookmark this site for future use.
3. Sign into PaperCut using your **RamPort username/password**.



The image shows the PaperCut login interface. It features the ASU PaperCut logo at the top. Below the logo are three input fields: 'Username', 'Password', and 'Language'. The 'Language' dropdown menu is currently set to 'English'. A 'Log in' button is located at the bottom right of the form.

## STEP 2: Select a Printer

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1. Under the Action tab, select print. Once you select print, the job will release to the printer you have chosen.



The image shows the 'Jobs Pending Release' screen in the PaperCut web interface. The page has a blue header with the ASU logo and 'ANGELO STATE UNIVERSITY PaperCut'. On the left is a navigation menu with options: Summary, Transaction History, Recent Print Jobs, Jobs Pending Release (selected), Web Print, and Log Out. The main content area shows a table of pending jobs. Above the table are buttons for 'Release All', 'Cancel All', and 'Refresh Now', along with a checked 'Auto refresh' option and a balance of 797. The table has columns for Submit Time, Printer, Document, Client, Pages, Cost, and Action.

Submit Time	Printer	Document	Client	Pages	Cost	Action
May 30, 2013 4:09:04 PM	printerVWebMCSExpress1	NOTICE.docx	10.1.32.13	1	1	[print] [cancel]

Logged in as: mwalden  
PaperCut NG 13.2 (Build 22068 2013-05-13)  
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Once the document has been printed, the document will be removed from the queue. If there is a problem, please contact the Technology Service Center at (325) 942-2911.