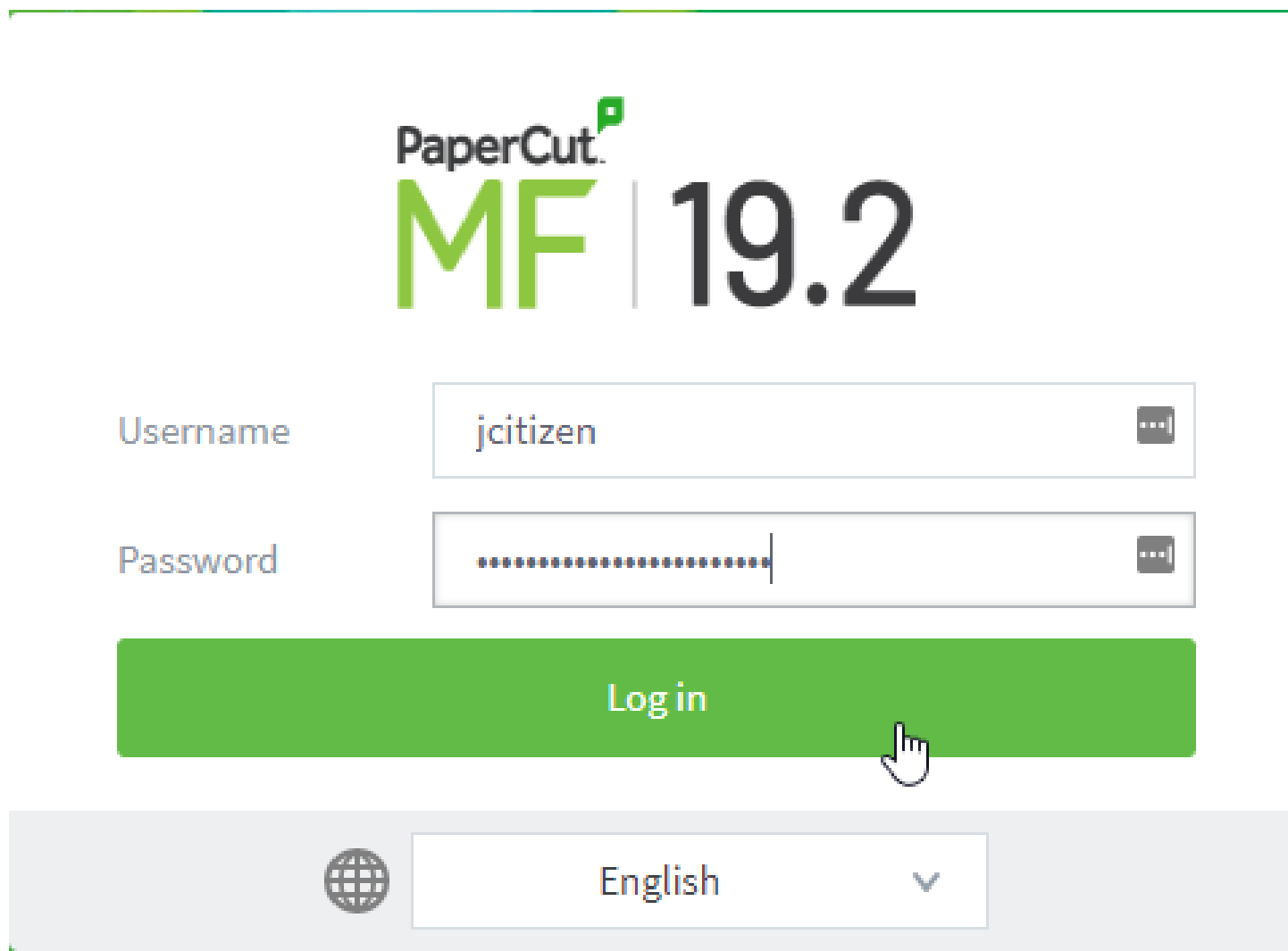


# Web Print at UNE

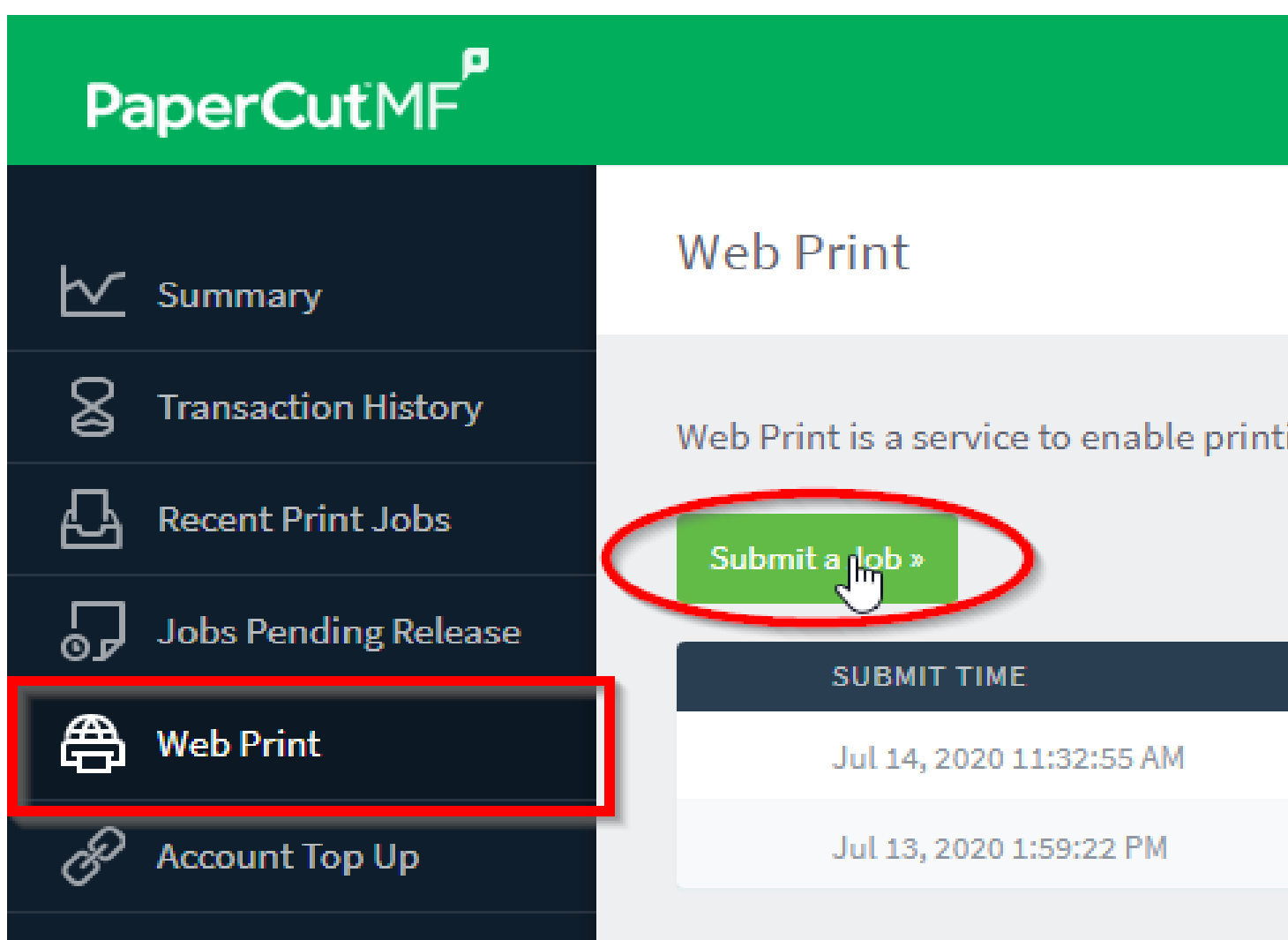
## How to Use

1. Log into <https://papercut.une.edu.au:9192/user> with your UNE username (without @une.edu.au) and select [Web Print], [Submit a Job]. Follow the wizard to submit your document.



The screenshot shows the PaperCut MF 19.2 login interface. At the top, the logo 'PaperCut MF 19.2' is displayed. Below it are two input fields: 'Username' with the text 'jcitizen' and 'Password' with a masked password. A green 'Log in' button is positioned below the password field. At the bottom, there is a language selection dropdown menu currently set to 'English'.

2. Select [Web Print], [Submit a Job].



The screenshot displays the PaperCut MF Web Print interface. On the left is a dark sidebar with a menu containing: 'Summary', 'Transaction History', 'Recent Print Jobs', 'Jobs Pending Release', 'Web Print' (highlighted with a red box), and 'Account Top Up'. The main content area is titled 'Web Print' and contains the text 'Web Print is a service to enable printi'. A green button labeled 'Submit a Job »' is circled in red. Below this, a table titled 'SUBMIT TIME' lists two entries: 'Jul 14, 2020 11:32:55 AM' and 'Jul 13, 2020 1:59:22 PM'.

3.

Select a print queue. Printer queues are named respective of their default settings.  
For Example; FollowMe-Student-BWDuplex defaults to black and white, 2-sided printing.  
Select [Print Options and Account Selection]

Summary

Transaction History

Recent Print Jobs

Jobs Pending Release

Web Print

Account Top Up

Web Print

1. Printer

2. Options

3. Upload

Select a printer:

PRINTER NAME ↑	LOCATION/DEPARTMENT
<input checked="" type="radio"/> fxa-print02\FollowMe-Student-BWDuplex (virtual)	
<input type="radio"/> fxa-print02\FollowMe-Student-BWSimplex (virtual)	
<input type="radio"/> fxa-print02\FollowMe-Student-ColourDuplex (virtual)	
<input type="radio"/> fxa-print02\FollowMe-Student-ColourSimplex (virtual)	

« Back to Active Jobs

2. Print Options and Account Selection »

4.

Enter the number of copies you wish to print.  
Select [Upload Documents]

Web Print

1. Printer

2. Options

3. Upload

Options

Copies

1

« 1. Printer Selection

3. Upload Documents »

5. Upload the documents you wish to print by either dragging and dropping or selecting [Upload from computer] to browse your computer.

Web Print

1. Printer


2. Options

3. Upload

Upload

Select documents to upload and print

executive\_sum...



86.9 KiB

Drag files here

Upload from computer

The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsx, xltm, xltx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps

« 2. Print Options

Upload & Complete

6. Your print job is then sent to the print server and can be released on any Fuji Xerox FollowMe device.

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 below.

Submit a Job »

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Jul 15, 2020 11:43:51 AM	fxa-print02\FollowMe-Student	executive_summary.pdf	2	\$0.16	Held in a queue

\* **Note** Print jobs are held on the server for 72 hours, after which, if they have not been released will be permanently removed by the system.