THE GRADUATE INSTITUTE GENEVA

—

INSTITUT DE HAUTES
ÉTUDES INTERNATIONALES
ET DU DÉVELOPPEMENT

GRADUATE INSTITUTE
OF INTERNATIONAL AND
DEVELOPMENT STUDIES

Mobile printing

Web printing procedure

This procedure describes the instructions to print with the PaperCut Web Application from a personal device or a self-service computer.

Note: in case of invalid certificate message when accessing to the Papercut web page, please add on your computer, the security certificates on the page ca.iheid.ch.
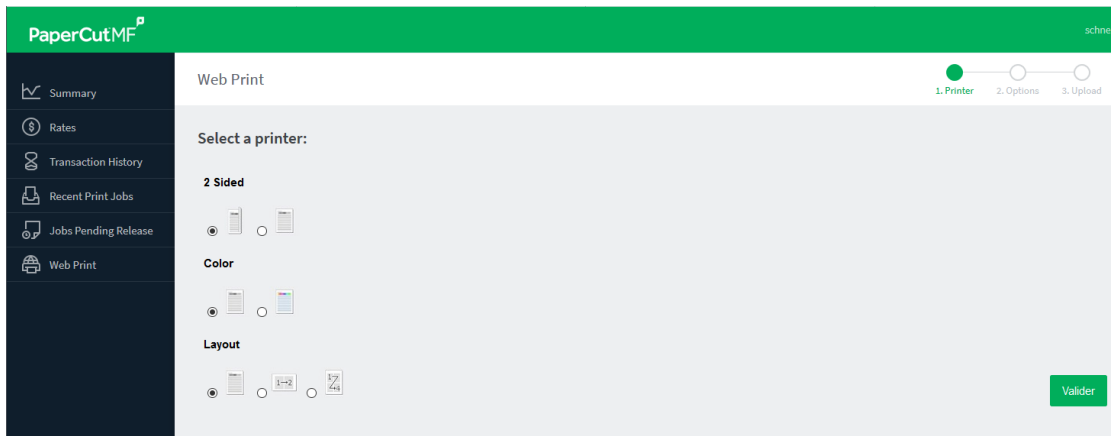
1. How to print?

1. Connect to the address https://papercut.iheid.loc/user using your OneLogin account:

2. From the "Web Print" Menu, click on « Submit a Job »:

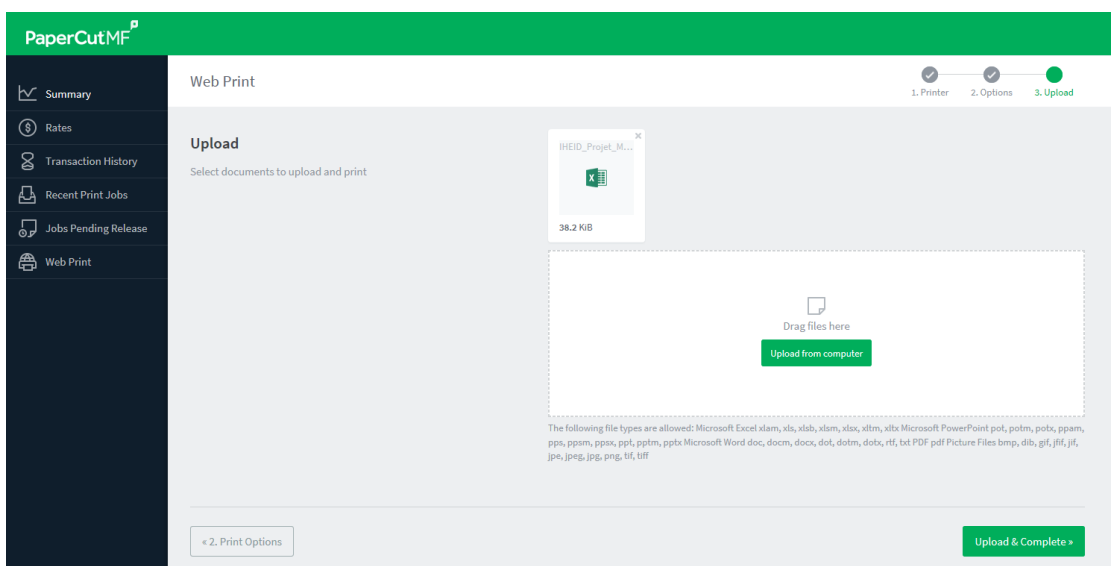NB: Pending jobs are also available on this screen.

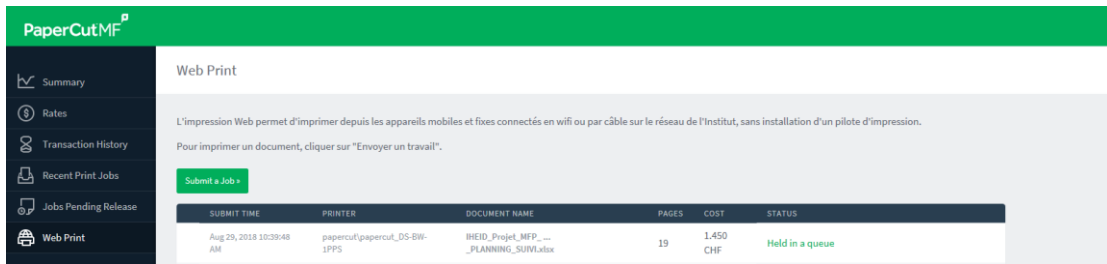3. Choose the desired options and click on « Valider »:

4. Choose the copies number and click on « Upload Documents »:
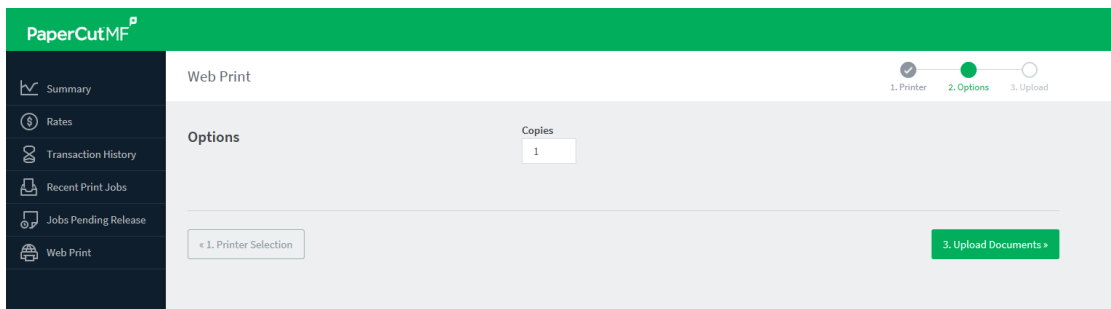
5. Select the document to print, either:
   - using the « Upload from computer » button
   - drag and drop function.
   Click on « Upload & Complete »

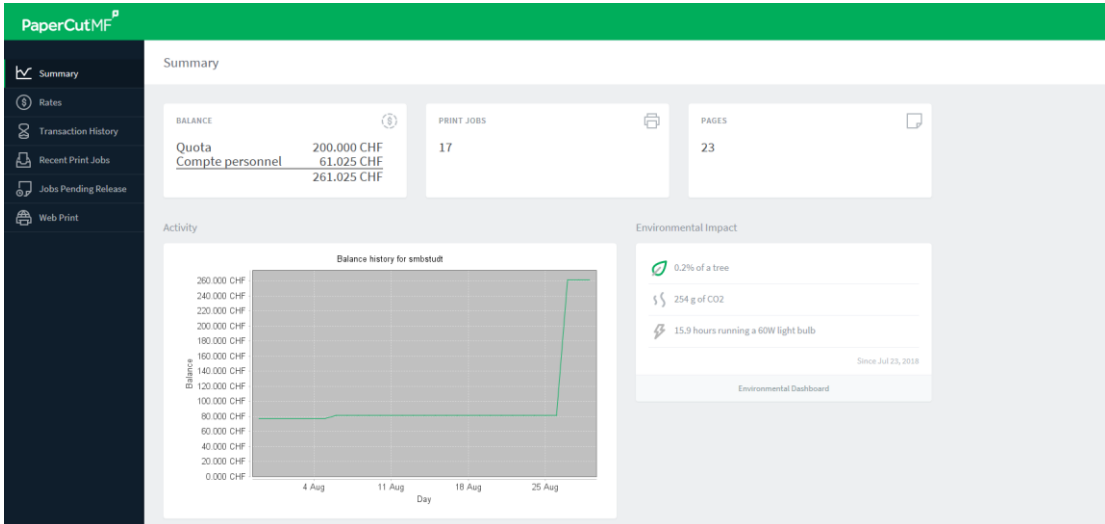6. Back on the « Web Print » page, check your print job status:

When the status is « Held in a queue », go and get your printing on any copier with your badge.

2. PaperCut Web Application main functions

- **Summary**: dash board that displays credit balance (only for paid printing) and statistics about the connected user's printings

- **Recent Print jobs**: list of recent terminated print jobs:

- **Jobs Pending Release**: Pending Jobs sent to the server and held in a queue:

NB: a print job can also be deleted from this screen before its recovery on the copier.