

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 <u>ca.iheid.ch</u>.

## 1. How to print?

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

Think about the environment before printing					
Nom d'utilisateur					
Mot de passe					
	Connexion				
	français V				

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

PaperCutMF	
₩ Summary	Web Print
(\$) Rates	L'impression Web permet d'imprimer depuis les appareils mobiles et fixes connectés en vifi ou par câble sur le réseau de l'Institut, sans installation d'un pilote d'impression.
Transaction History	Pour imprimer un document, cliquer sur "Envoyer un travail".
Recent Print Jobs	Submit a Job x
Jobs Pending Release	SUBMITTIME PRINTER DOCUMENT NAME PAGES COST STATUS
Heb Print	Aug 29, 2018 10:39:448 papercut_DS-BW- IHEID, Projet_MFP, 19 1.450 AM 1PPSPLANNING_SUVIX.tax 19 CHF Held in a queue

NB: Pending jobs are also available on this screen.

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

PaperCutMF				schne
₩ Summary	Web Print	1. Printer	2. Options	3. Upload
<ul> <li>Rates</li> <li>Transaction History</li> </ul>	Select a printer:			
Recent Print Jobs	2 Sided			
🛱 Web Print	Color			
	Layout			
				Valider

4. Choose the copies number and click on « Upload Documents »:

PaperCutMF			
🗠 Summary	Web Print		1. Printer 2. Options 3. Upload
(\$) Rates	Ontions	Copies	
Transaction History	options	1	
Recent Print Jobs			
Jobs Pending Release			
🖨 Web Print	« 1. Printer Selection		3. Upload Documents >

- 5. Select the document to print, either:
  - using the « Upload from computer » button
  - drag and drop function.

Click on « Upload & Complete »

PaperCutMF		
🗠 Summary	Web Print	1. Printer 2. Options 3. Upload
<ul> <li>Rates</li> <li>Transaction History</li> <li>Recert Print Jobs</li> <li>Jobs Pending Release</li> <li>Web Print</li> </ul>	Upload Select documents to upload and print	HEED_Projet_M* S8.2 K08 Drag files here Uplose from computer
	« 2. Print Options	The following file types are allowed: Microsoft Excel stam, sta, stab, stam, stax, stam, stax, stam, stax Microsoft PowerPoint pot, potm, pots, ppam, pps, pps, pps, ppg, ppg, ppg, ppg, pf, fill, jf, jfe, jpeg, jpg, png, tif, tif 

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

PaperCutMF						
₩ Summary	Web Print					
(\$) Rates	L'impression Web permet d'imprimer depuis les appareils mobiles et fixes connectés en wifi ou par câble sur le réseau de l'Institut, sans installation d'un pilote d'impression.					
S Transaction History	Pour imprimer un document, cliquer sur "Envoyer un travail".					
Recent Print Jobs	Submit a Job >					
Jobs Pending Release	SUBMIT TIME PRINTER DOCUMENT NAME PAGES COST STATUS					
🖀 Web Print	Aug 29, 2019 10:39:48 papercut/papercut_DS-BNF IHEID_Projet_MFP 19 AM 1PPSPLANNING_SUM_tatex 19 CHF Held in a queue					

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

- PaperCutMF Summary 🗠 Summary (\$) Rates BALANCE (8) ē PAGES PRINT JOBS S Transaction Histor 200.000 CHF 61.025 CHF 261.025 CHF Quota Compte personne 17 23 Recent Print Jobs Jobs Pending Releas 🛱 Web Print Balance history for smbstud Ø 0.2% of a tree 260.000 CHF 240.000 CHF 220.000 CHF 200.000 CHF 160.000 CHF 140.000 CHF 140.000 CHF 100.000 CHF 60.000 CHF 60.000 CHF 20.000 CHF 0.000 CHF \$ \$ 254 g of CO2 15.9 hours running a 60W light 11 Aug Day 4 Aug 18 Aug 25 Aug
- **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:

PaperCutMF								
₩ Summary	Recent Print Jobs							
S Rates	Filter on							
Transaction History	DATE 🔻	CHARGED TO	PRINTER	PAGES	COST	DOCUMENT NAME	ATTRIBS.	STATUS
Recent Print Jobs	Aug 17, 2018 11:20:18 AM	smbstudt	papercut\papercut_DS-BW-1PPS	1 (Color: 0)	0.100 CHF	Capture.JPG	A4 (ISO_A4) Duplex: Yes	Cancelled Solution Not Charged
B Web Print	Aug 17, 2018 11:14:53 AM	smbstudt	papercut\papercut_DS-BW-1PPS	1 (Color: 0)	0.100 CHF	card.bd	A4 (ISO_A4) Duplex: Yes	Cancelled
	Aug 17, 2018 11:11:08 AM	smbstudt	papercut\papercut_DS-BW-1PPS	4 (Color: 0)	0.300 CHF	Bilan compétences IT v2.docx	A4 (ISO_A4) Duplex: Yes	Cancelled S Not Charged
	Export/Print 🚾 🗮 🔳							

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

PaperCutMF									
└ Summary	Jobs	Pending Release							
🚯 Rates	1 job pe	ending release with cost 0.30	0 CHF				🖌 Auto refresh (	55) Refresh Now	
Transaction History	Your ba	Yourbalance:261.025 CHF							
Recent Print Jobs									
Jobs Pending Release		SUBMIT TIME	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION	
Heb Print		Aug 29, 2010 5:04:22 PM	bahercor/hahercor_n2-BM-TLL2	nea_zor_moune_printing_tr.docx	impression web	4	0.300 CHF	(cancel)	

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