

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?

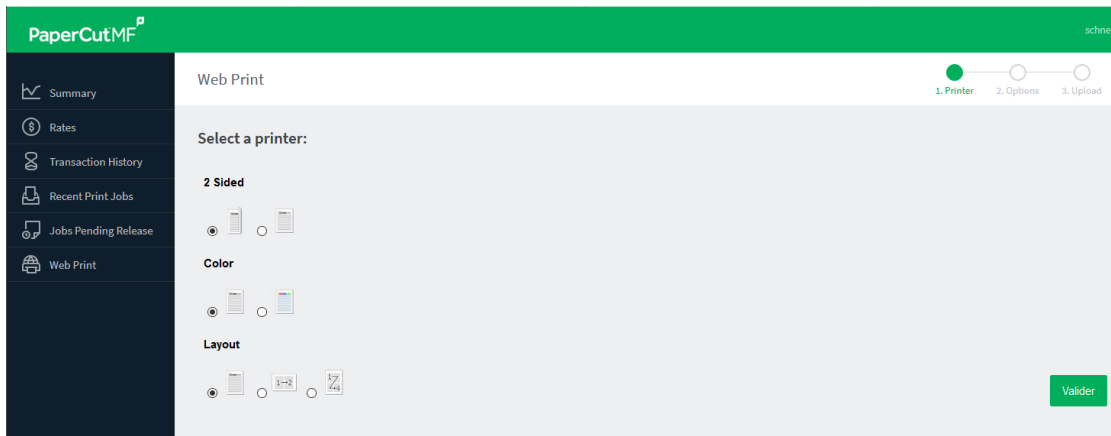
1. Connect to the address <https://papercut.iheid.loc/user> using your OneLogin account:

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

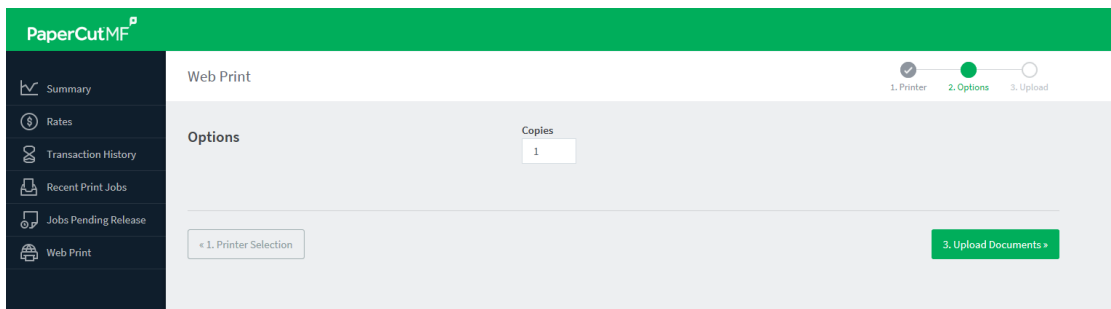
SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Aug 29, 2018 10:39:48 AM	papercut/papercut_DS-BW-1PPS	IHEID_Projet_MFP_... _PLANNING_SUIVI.xlsx	19	1.450 CHF	Held in a queue

NB: Pending jobs are also available on this screen.

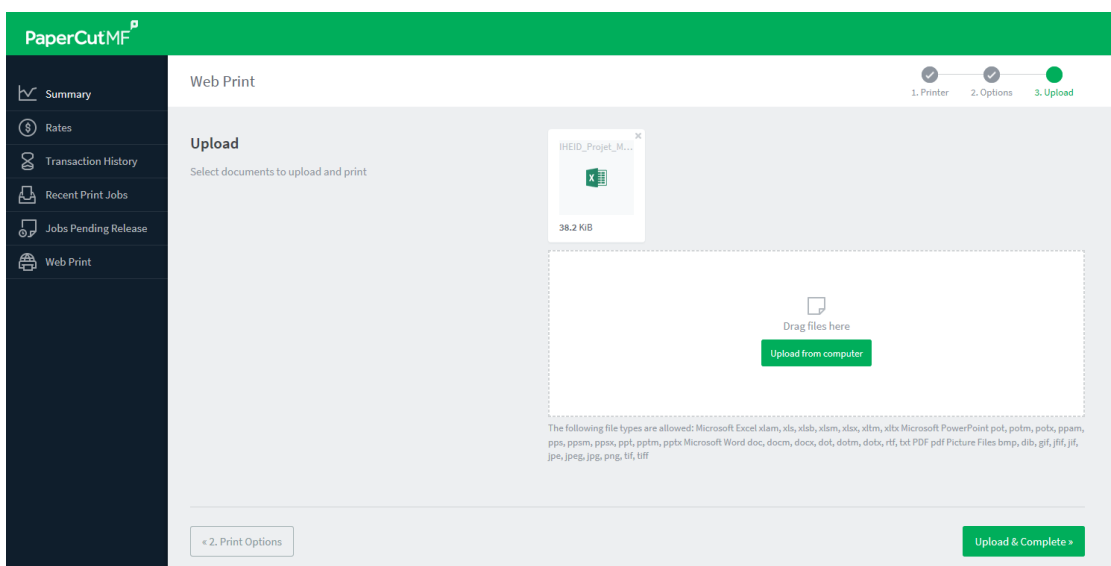
3. Choose the desired options and click on « Valider »:



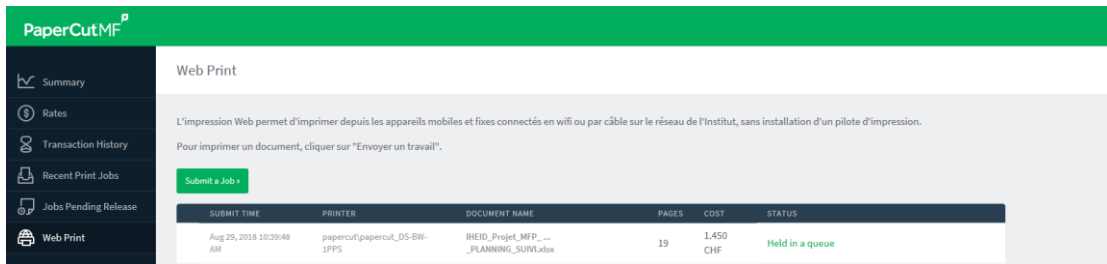
4. Choose the copies number and click on « Upload Documents »:



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:



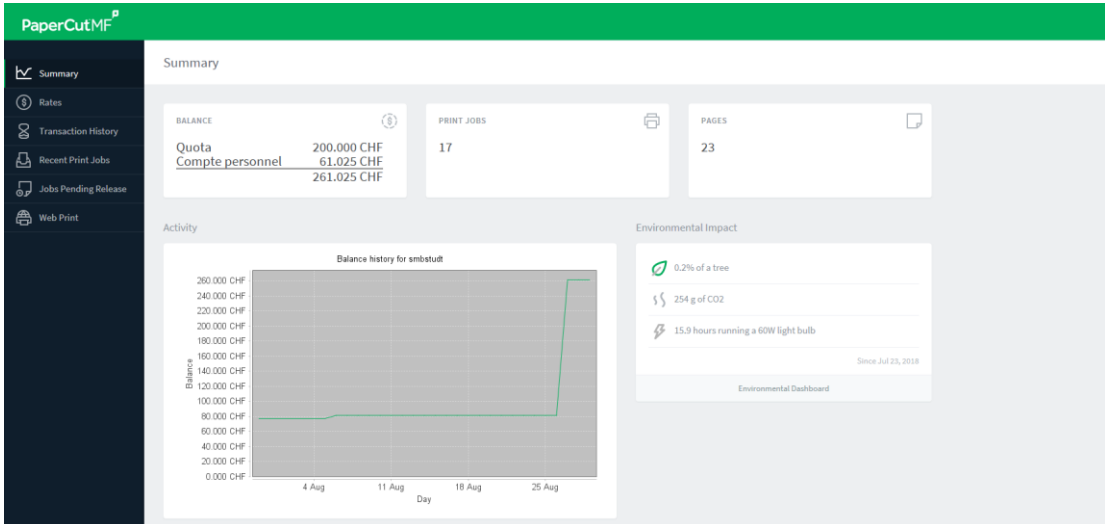
The screenshot shows the PaperCutMF Web Print interface. On the left is a dark sidebar with navigation options: Summary, Rates, Transaction History, Recent Print Jobs, Jobs Pending Release, and Web Print. The main content area is titled "Web Print" and contains a green "Submit a Job" button. Below the button is a table with the following data:

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Aug 29, 2018 10:38:48 AM	papercut/papercut_DS-BIWI-1PPS	IHEID_Projet_MFP_-_PLANNING_SUIV.xlsx	19	1.450 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 MF 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:

Recent Print Jobs

DATE	CHARGED TO	PRINTER	PAGES	COST	DOCUMENT NAME	ATTRS.	STATUS
Aug 17, 2018 11:20:18 AM	smbstdt	papercut(papercut_DS-BW-1PPS)	1 (Color:0)	0.100 CHF	Capture.JPG	A4 (ISO_A4) Duplex:Yes	Cancelled Not Charged
Aug 17, 2018 11:14:53 AM	smbstdt	papercut(papercut_DS-BW-1PPS)	1 (Color:0)	0.100 CHF	card.txt	A4 (ISO_A4) Duplex:Yes	Cancelled Not Charged
Aug 17, 2018 11:11:08 AM	smbstdt	papercut(papercut_DS-BW-1PPS)	4 (Color:0)	0.300 CHF	Bilan compétences IT v2.docx	A4 (ISO_A4) Duplex:Yes	Cancelled Not Charged

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

Jobs Pending Release

1 job pending release with cost 0.300 CHF Auto refresh (55) Refresh Now

Your balance: 261.025 CHF

SUBMIT TIME	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Aug 29, 2018 5:04:22 PM	papercut(papercut_DS-BW-1PPS)	R&I_257_mobile_printing_fr.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.