

PaperCut Web Print Procedure

Note: Only PDF files can be printed via PaperCut's Web Print feature.

Steps:

- 1) Go to <http://print.hesston.edu>
- 2) At the PaperCut login screen enter your Hesston Username and Password

PaperCut™

Username

Password

Language English

- 3) Click on **Web Print** link

PaperCut™

Summary

Username

Balance

Total print jobs

Total pages

Activity

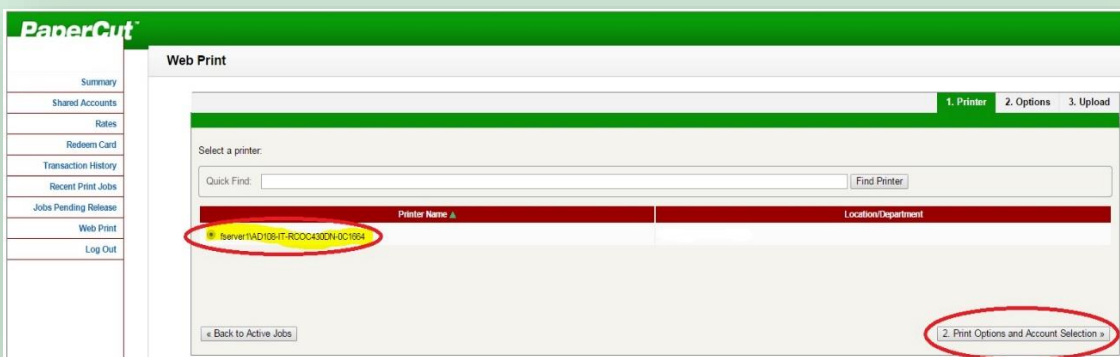
Balance history for

\$0.00				
-\$0.50				
-\$1.00				

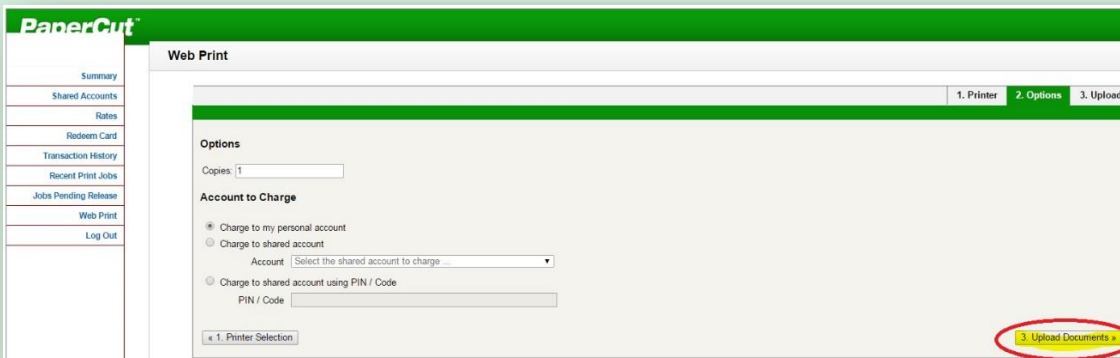
- 4) Click on **Submit a Job** link



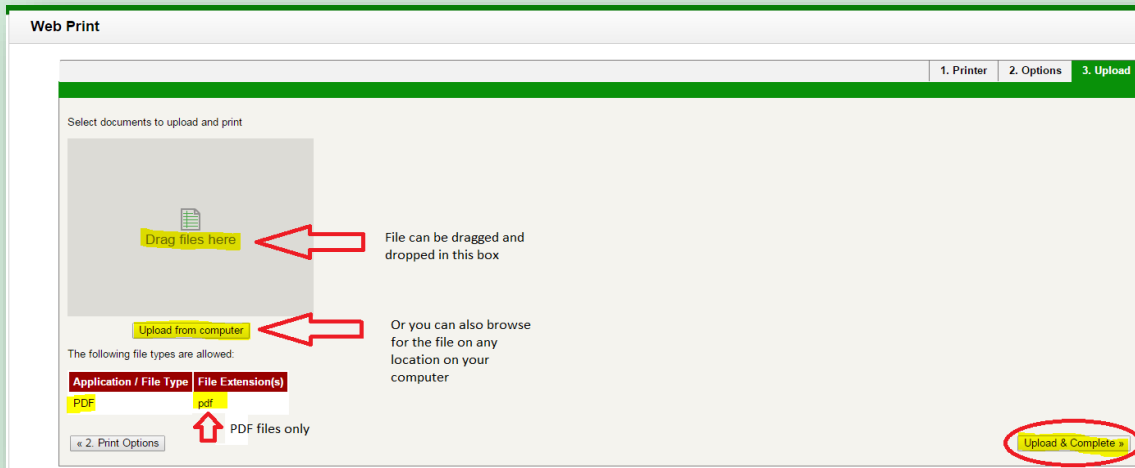
- 5) Select the **printer** (radio button) you want to print to and click **Print Options and Account Selection** button



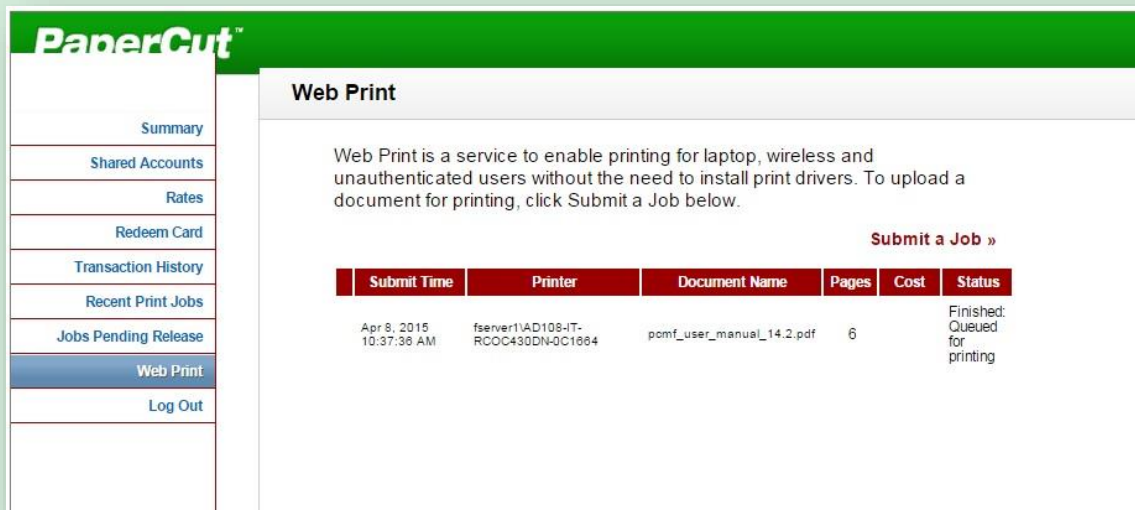
- 6) Enter print job **options** (e.g. number of copies) and account to charge to (if applicable) and click **Upload Documents**



7) Select the file (drag it into the box or browse to it) and click **Upload and Complete**



8) The print job status will show on the final Web Print screen



**** This concludes de Web Print procedure ****