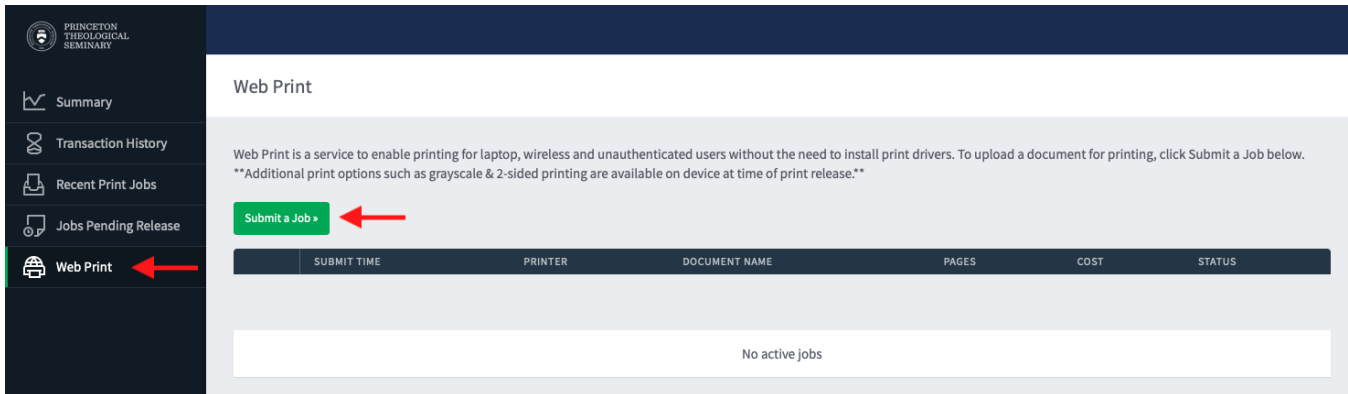


PaperCut: Web Printing

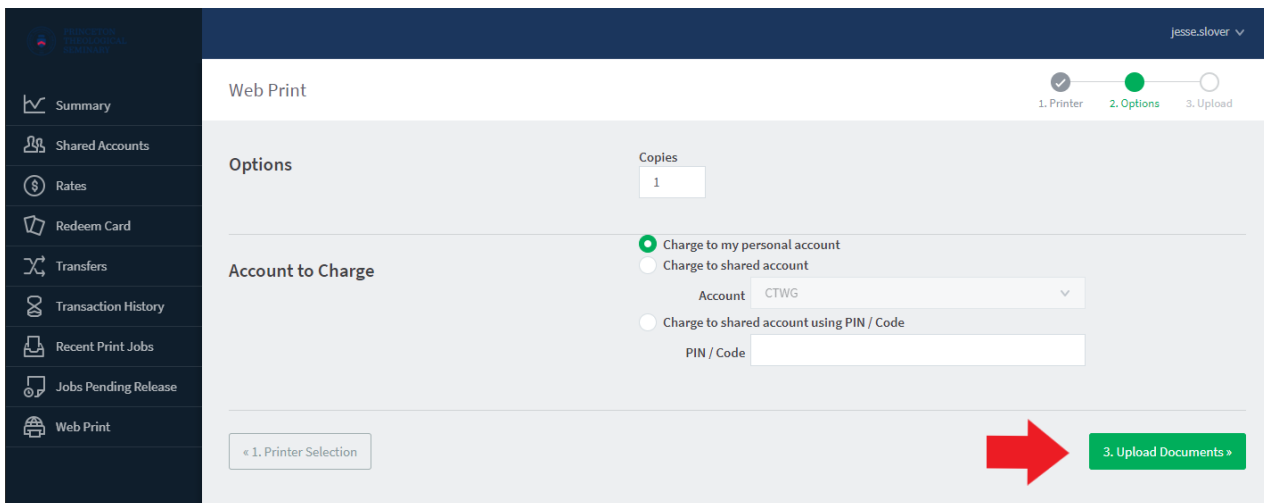
Follow these steps to submit a print job via the Web Printing portal

Navigate to the PaperCut login at <https://webprinting.ptsem.edu>

Select Web Print at the bottom of the list on the left side, then select 'Submit a Job'



If you need to charge a Departmental Print Code, you can make that option here, then continue to 'Upload Documents'



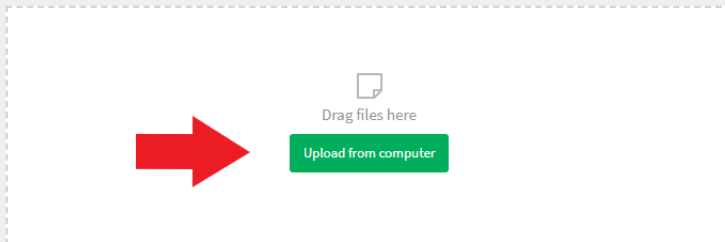
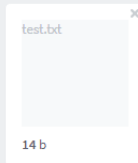
Select the documents you wish to print, then click 'Upload & Complete.' Currently Web Print supports Excel, Word, Powerpoint, PDF & Picture file formats.

Web Print

1. Printer 2. Options 3. Upload

Upload

Select documents to upload and print




The following file types are allowed: Microsoft Excel xlam, xls, xlsx, xltm, xlsx, xltm, xlsx 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

« 2. Print Options

Upload & Complete »

When the upload completes, it'll bring you back to the initial Web Print page, showing you a list of your documents in the queue.



PRINCETON
THEOLOGICAL
SEMINARY

- ✓ Summary
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print**

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.
Additional print options such as grayscale & 2-sided printing are available on device at time of print release.

[Submit a Job »](#)

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Apr 18, 2022 3:34:48 PM	pts-papercut(PaperCut_Follow_You_WebPrint	Color Test Print PDF.pdf	3	\$2.25	Held in a queue

Use included articles to learn about our new print service, PaperCut!

- [PaperCut](#)
- [Register your ID Badge](#)
- [Setup for macOS](#)
- [Setup for Windows](#)
- [Web Printing](#)
- [Charging a Departmental Print Code](#)
- [Retrieve 'Follow You' Print Jobs](#)
- [Copy](#)
- [Scan](#)
- [Sign-In Options](#)