

Self-Serve Printers: WebPrint

WebPrint is a way you can print to the self-serve printers without downloading the printer driver first.

Note: This method requires that your files have been saved as a PDF, jpg, png, tif, or bmp.

Quick Overview

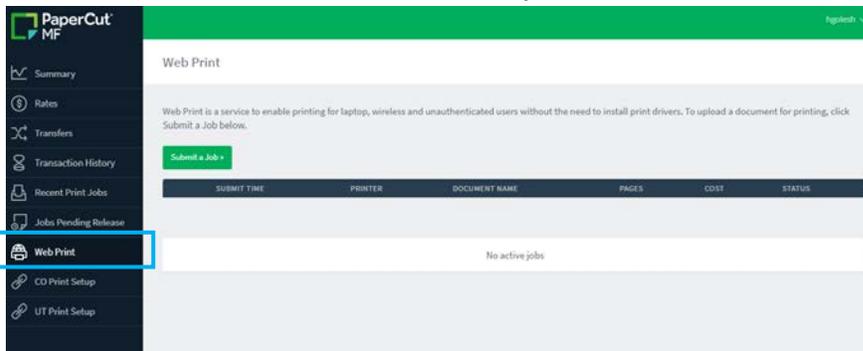
Login to <https://papercut.rvu.edu/user> → Upload Files → Login to Self-Serve printer to release the prints

**Must be on campus*

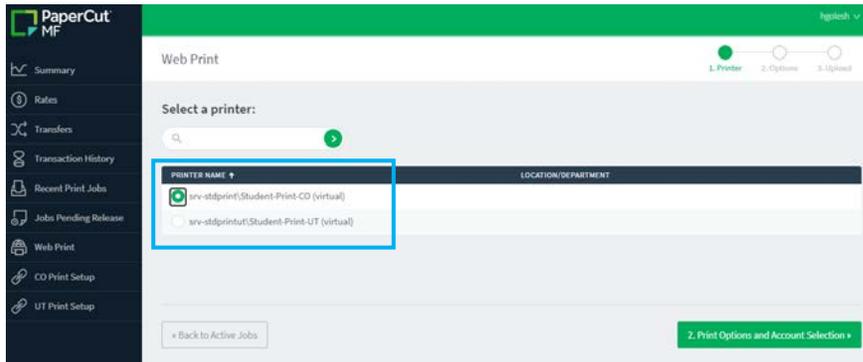
***Files remain in the queue for 4 hours*

Detailed Instructions:

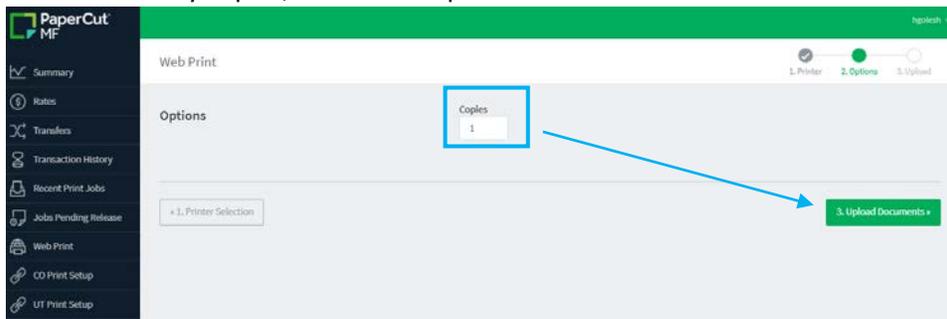
1. While connected to RVU's wifi network, log into <https://papercut.rvu.edu/user>. (User name = email address; Password = 365 password)
2. Click "WebPrint" on left tab then "Submit a job".



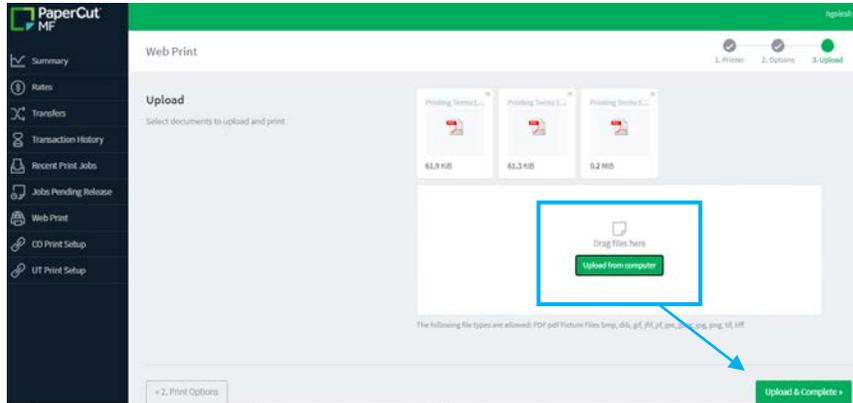
3. Click on the printer appropriate for your campus (CO or UT), then click "Print Options and Account Selection".



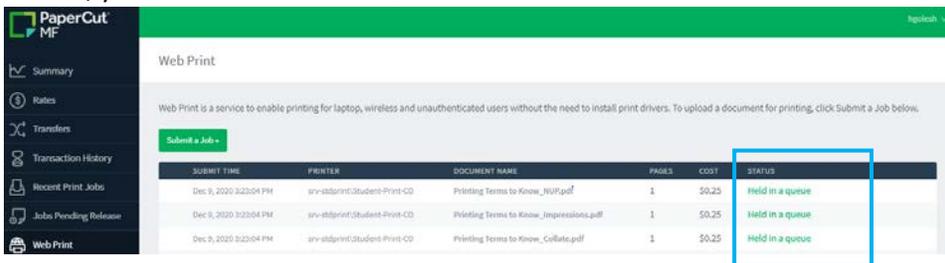
4. Enter how many copies, then click "Upload documents".



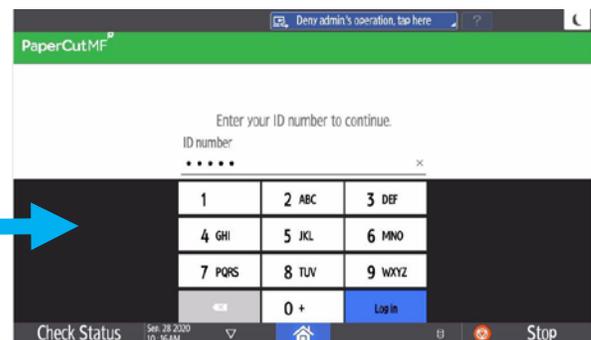
- Click "Upload from Computer" or drag your files to upload them. You can upload multiple files at a time. Click "Upload and Complete".



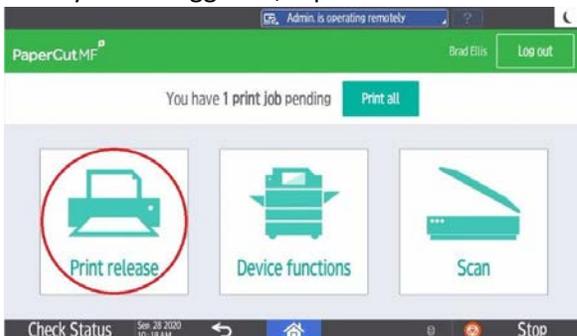
- You will see the files being prepared for printing. When status says "Held in a Queue" that means the file is ready to be released from the printers. It will remain in the queue for 4 hours. If you decide you don't need it, you can click "Held in a Queue" and then "Cancel".



- Log into any self-serve printer with your student id number. (If you don't know your student ID number, you can find this by going to the "Summary" tab on the PaperCut website, <https://papercut.rvu.edu/user>, and clicking "Show" under Card/ID.)

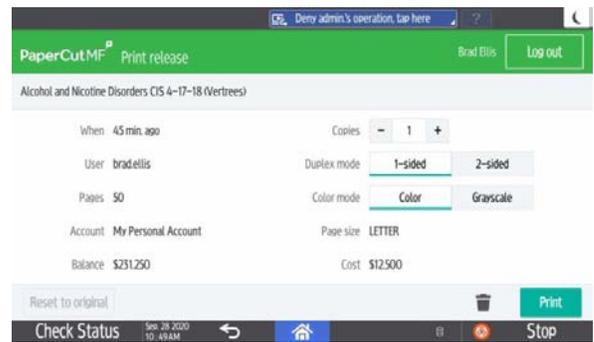
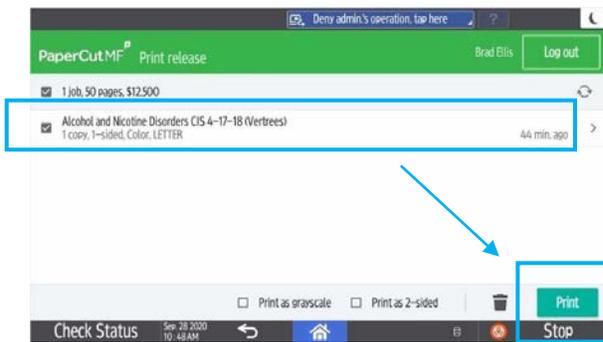


- Once you are logged in, tap "Print release".



9. Select your print job(s) and click “Print”.

Note: If you would like to edit your print settings, you can click “Print as grayscale” or “Print as 2-sided” at the bottom of the screen and the print details and pricing will be updated. Additionally, you can tap the right-facing arrow next to the print job to see more details including your account balance.



10. Take your prints and select “Logout”. If you forget to logout, the printer will timeout after 60 seconds.