

## Printing to an SPC PaperCut enabled printer from your personal internet connected device “Web Print”

Web Print is a service that allows you to print from any internet enabled device through a web browser. It supports various popular file types and for a full list please see the screenshot at point 8.

To use Web Print, please follow the instructions below:

- 1) Open up a web browser and navigate to <https://print.spc.ox.ac.uk/>.



- 2) Enter your University Single Sign On (SSO) Credentials.

Please enter your Oxford username and password

Username

e.g. abcd0123

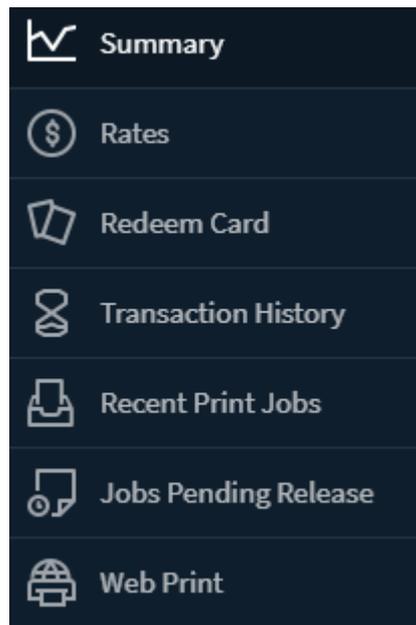
Password

Login

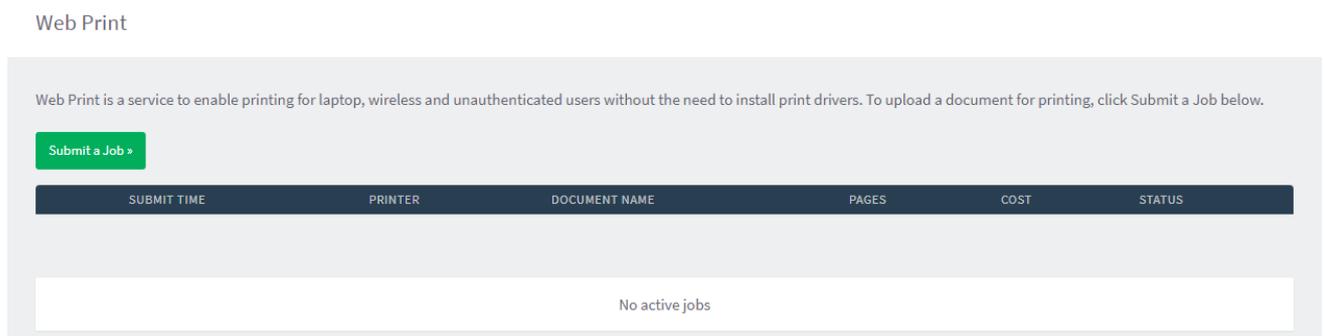
- 3) Upon successful login you will see this screen.

The screenshot displays the PaperCut MF web interface. The top navigation bar is green with the PaperCut MF logo. A dark sidebar on the left contains menu items: Summary, Rates, Redeem Card, Transaction History, Recent Print Jobs, Jobs Pending Release, and Web Print. The main content area is titled 'Summary' and features three key metrics: BALANCE (-£1.75), PRINT JOBS (45), and PAGES (111). Below these is an 'Activity' section with a line graph titled 'Balance history for spet3948' showing a balance of approximately -£1.75 from 7 Sep to 5 Oct. To the right is an 'Environmental Impact' section showing 0.1% of a tree, 342g of CO2, and 21.5 hours of light bulb usage since Oct 3, 2019. The footer includes version information: PaperCut MF 15.2.3 (Build 52767.2020-02-28) and copyright notice for PaperCut Software International Pty Ltd.

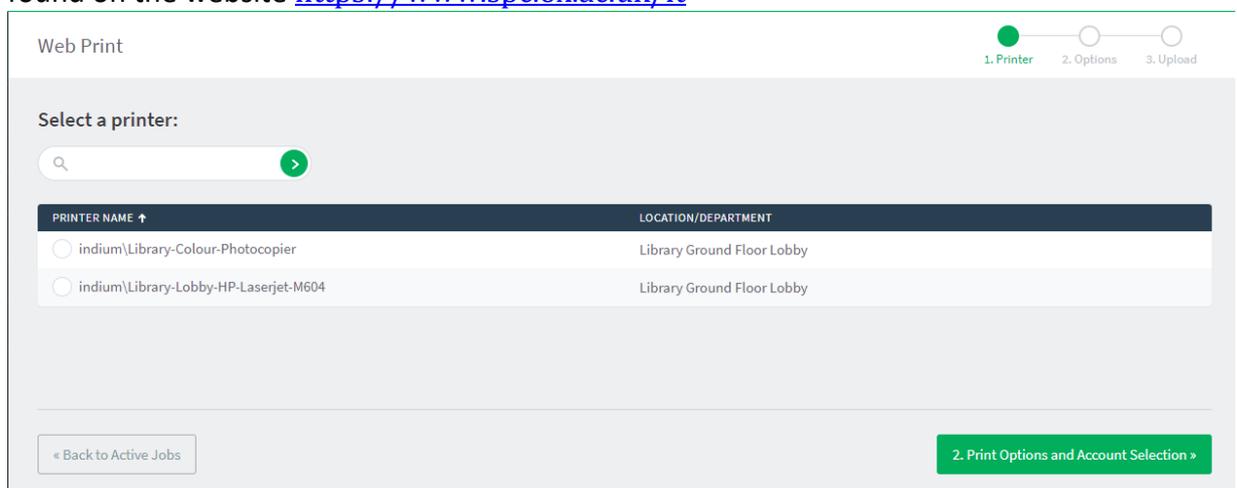
4) On the options menu, down the left hand side, click **Web Print**.



5) Click **Submit a Job**



6) Select the printer which you want and then click **Print Options and Account Selection**. Bear in mind that different printers have different charges (i.e. colour is more expensive than black and white). A full list of the College print charges can be found on the website <https://www.spc.ox.ac.uk/it>



7) Type in how many copies you require, then click **3. Upload Documents**.

**Options**

Copies:

8) Click **Upload from computer...** to select your document that you wish to upload/print.

Web Print

1. Printer 2. Options 3. Upload

**Upload**  
Select documents to upload and print

Drag files here

**Upload from computer**

The following file types are allowed: Microsoft Excel xlam, xls, xlsx, xlsm, 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, jif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps

« 2. Print Options **Upload & Complete** »

9) Select the file that you want to print, then click **Open**:

Choose File to Upload

Libraries > Documents

Organize New folder

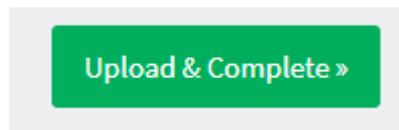
Some library features are unavailable due to unsupported library locations. Click here to learn more...

Name	Date modified	Type
My Documents (6)		
Custom Office Templates	18/11/2013 17:27	File folder
My Music	27/01/2014 14:32	File folder
My Pictures	27/01/2014 14:38	File folder
My Videos	27/01/2014 14:32	File folder
Video	27/01/2014 14:35	Microsoft

File name:  All Files (\*.\*)

Open Cancel

10) Click **Upload and Complete**:



11) The document will now go off for processing. After a **few seconds to a minute** (depending on the size of the file) the status will change and display to **Held in a queue**. Your print job is now ready and waiting to be printed.

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Oct 6, 2020 4:08:58 PM	indium\Library-Colour-Photocopier	IMG_2897.jpg	1	£0.13	Held in a queue

You will now be able to go to the printer you selected for this print job and tap your University Bodleian card to release your print job.

If you were to now click on **Held in a queue**, you will be redirected to the **Jobs Pending Release** page, this page displays all of your current jobs waiting to be printed. On the **Jobs Pending Release** page, you have the ability to **Print** or **Cancel** the job. Alternatively, as mentioned earlier, you can tap your University Card on a release station (as illustrated below) which will also release the job(s).

Please note, if you do not release a job within 24 hours, it will be deleted off the system.

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Oct 6, 2020 4:08:58 PM	indium\Library-Colour-Photocopier	IMG_2897.jpg	1	£0.13	Held in a queue

