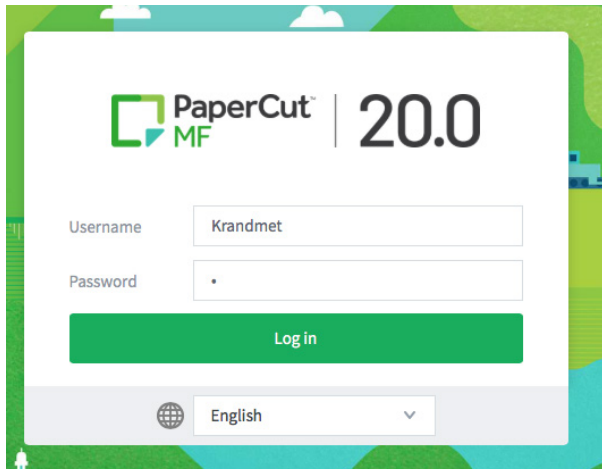


PaperCut Web to Print Instructions

First, make sure you are logged in to CamelWeb and on eduroam. If you're at home you will need to be on VPN.



type `webprint.conncoll.edu` into a web browser.



Choose Web Print on the left hand side of the screen.



Click submit a job

Web Print

Web Print is a service to enable printing below.

[Submit a Job »](#)

PaperCut Web to Print Instructions

Select a printer:

PRINTER NAME ↑	LOCATION/DEPARTMENT
<input type="radio"/> papercut\FollowMe (virtual)	
<input type="radio"/> papercut\FollowMe_Color (virtual)	Connecticut College

[« Back to Active Jobs](#) [2. Print Options and Account Selection »](#)

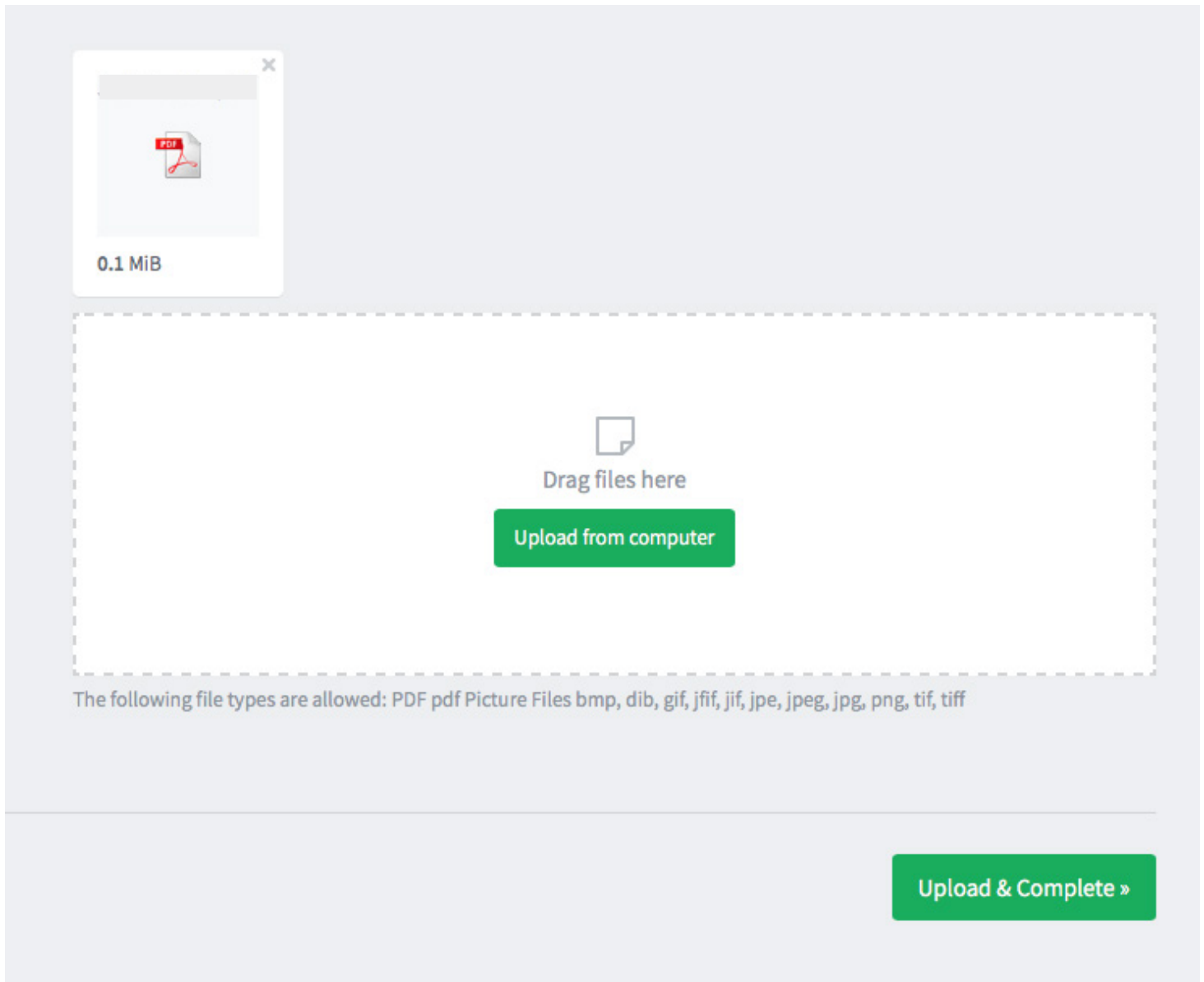
Select Follow Me for BW or Follow Me Color for color printing.
Click the green box that says Print Options and Account Selection

Copies

[3. Upload Documents »](#)

Choose the number of copies
Click upload documents

PaperCut Web to Print Instructions



The screenshot displays the PaperCut Web to Print interface. In the top left corner, a file upload window is open, showing a PDF icon and the file size "0.1 MiB". Below this, a large dashed box indicates the area where files can be dragged and dropped. Inside this box, there is a document icon, the text "Drag files here", and a green button labeled "Upload from computer". Below the dashed box, a list of allowed file types is provided: "The following file types are allowed: PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff". At the bottom right of the interface, there is a green button labeled "Upload & Complete »".

Drag and Drop your files into the dotted box.
Click Upload and Complete

PaperCut Web to Print Instructions

Submit a Job »

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Jul 24, 2020 6:51:22 AM	papercut\FollowMe		2	\$0.08	Held in a queue
Jul 24, 2020 6:20:08 AM	papercut\FollowMe	6x7%22 How to swab.pdf	1	\$0.05	Held in a queue
Jul 24, 2020 6:20:08 AM	papercut\FollowMe	6x7%22 How to swab.pdf	1	\$0.05	Held in a queue
Jul 24, 2020 5:51:42 AM	papercut\FollowMe	6x7%22 How to swab.pdf	1	\$0.05	Held in a queue

Once your file says Held in a queue in green on the right, you can go to the device of your choosing and tap in to release the job.