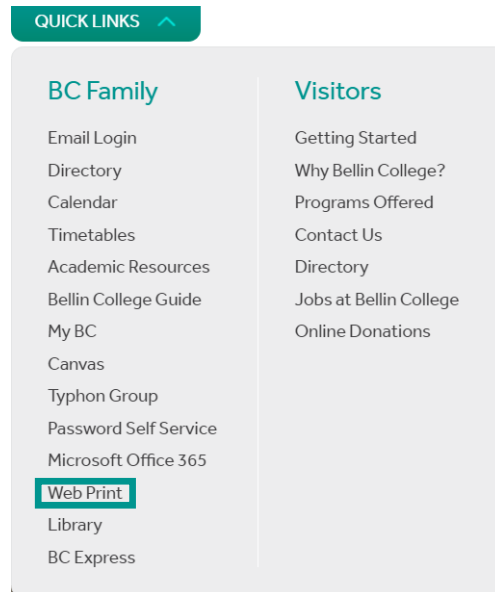# Web Print

Web Print is an online printing tool available from Bellin College through the PaperCut software.

Logging into Web Print

There are two different ways to log into Web Print

1) On your favorite browser enter https://print.bellincollege.edu into the URL bar.
2) From www.bellincollege.edu go to **Quick Links** and select **Web Print** from the list of shortcuts.

From there you will be prompted to enter a **username and password**. The username and password are the same as your **Bellin College network username and password** (for email, Canvas, etc.)
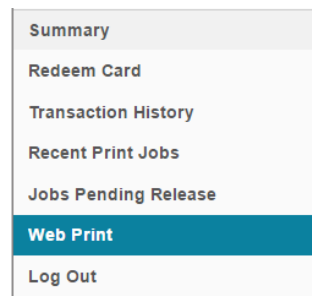

A new page will be displayed. To initiate Web Print, select **Web Print** from the list of menu choices on the left.

From here there is a message that gives a description and a warning that there are no print job specific settings you are able to use, such as printing multiple slides on one page for PowerPoint presentations.

Submitting a Web Print Job

To submit a web print job, select **Submit A Job >>** link on the page.

Submit a Job »

From there you have two options on where you can print to, the **Student B&W (gracyscale)** or the **Student Color** queues. There is only one color printer available to the students, which is located in the Student Lounge, so take that into consideration before printing. There are 4 grayscale printers available, including the Student Lounge.

Select which **queue** you wish to print to.

Printer Name ▲	Location/Department
⦿ srvprint\Student B&W (virtual)	
◯ srvprint\Student Color (virtual)	

| « Back to Active Jobs | 2. Print Options and Account Selection » |

Then select **2. Print Options and Account Selection**

This menu will allow you to select **how many copies** you would like printed off. The default is set to 1, but you can change it to whatever you would like.

Options

Copies: 1

| « 1. Printer Selection | 3. Upload Documents » |

When you are ready to move on, click on **3. Upload Documents**

Here is where you will **upload your files** to be printed. The current list of accepted file extensions are listed below.

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xlsm, xlsx, xltm, xltx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
Picture Files	bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff
XPS	xps

To upload a file to Web Print, you can do one of two things:

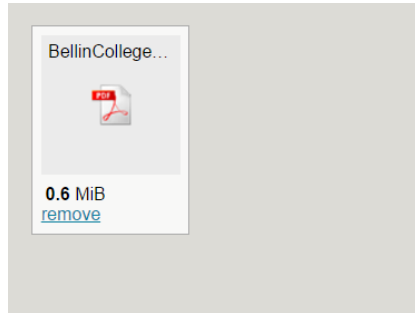1) Click and drag the file into the box labeled **Drag files here**:
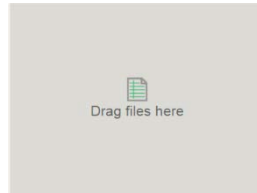
2) Select the **Upload from Computer** option:
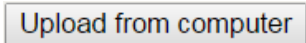
Make sure you know where the file is saved on your computer when selecting this option.

Once you upload the file, it will be **show in the gray box**. You have the ability to remove it before printing if you would like to.

Select **Upload and Complete** when you are ready to send the job to the printer.

The next page will be a confirmation that your print job is being sent to the printer queue. Once the print job is finished, your screen will look similar to this:

Submit Time	Printer	Document Name	Pages	Cost	Status
Apr 27, 2017 11:46:48 AM	srvprint\Student B&W	BellinCollegeLogo_3282_301.pdf	1	$0.05	Held in a queue

This list will show you all of the print jobs you have in queue from Web Print, as well as the cost of each print job and how many pages it will print out.

From here you can go to the printer and scan your badge just like any other print job. Make sure to select the job and hit release on the printer.