

Our printing systems uses software called Papercut.

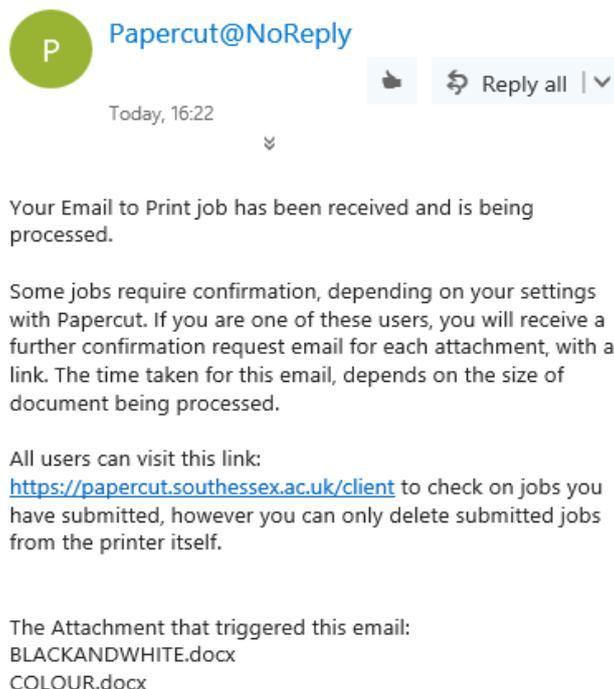
This software make is possible for us to monitor our print resources, and hopefully reduce wastage and downtime, It also makes it possible for you to pick you print jobs up at any enabled printer in the college, at any campus using your student card.

The new system has two useful services: [Mobile Print](#) and [Web Print](#).

Mobile Print

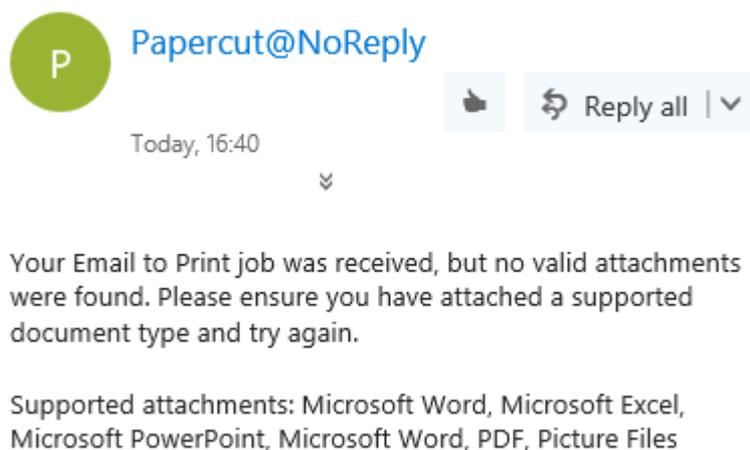
If you want to quickly send a document to print from your own device simply email the job as an attachment to MobilePrint@southessex.ac.uk. You can send multiple attachments at once.

Once you have sent an email to the above address, you will be sent a reply to confirm it's been received. The confirmation email will tell you the names of the files and what to expect next.



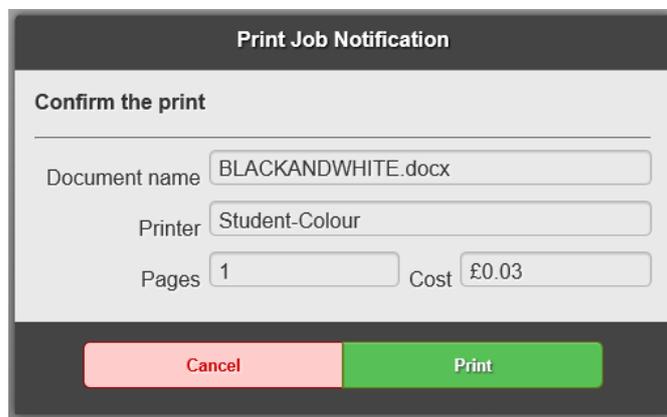
If you are an enrolled student you can follow a link in the message, or wait for a print confirmation email with a similar link, where you must go to confirm your documents. If you do not confirm your documents, your print jobs will not show up at the printer. This is a similar process you have when sending a print jobs from you college computers, you must confirm the cost before they show up at the printer.

If you have not attached a compatible document, you will receive a failed email.



When you click on the link in the email you will be taken to a confirmation page. If you do this on a college machine you will be signed in automatically, if you are on an external device you may be asked to sign in. Please use your normal college credentials.

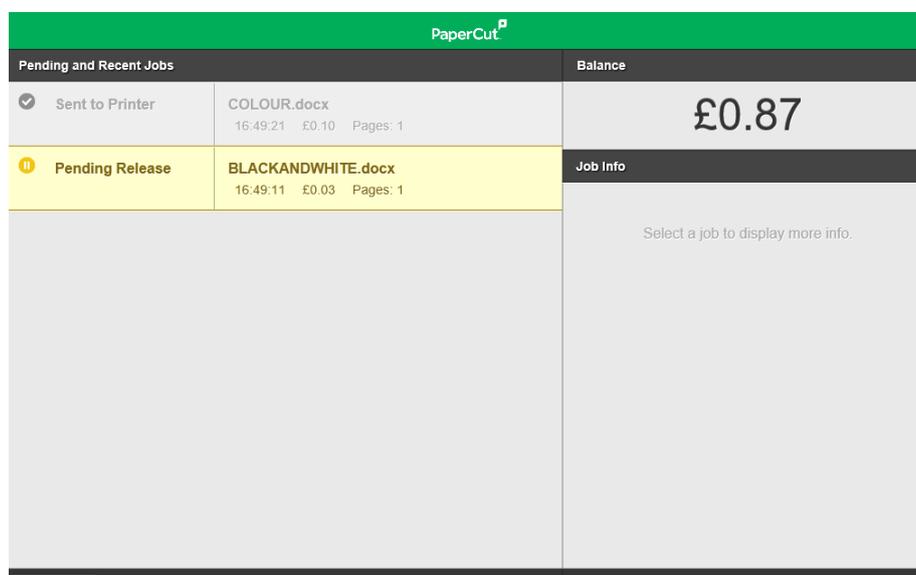
Once logged in you will see a web based confirmation box, regarding your email job. One for each job. Please note the name of your job, and the cost of the document.



The image shows a 'Print Job Notification' dialog box. It has a title bar with the text 'Print Job Notification'. Below the title bar is a section titled 'Confirm the print'. This section contains three input fields: 'Document name' with the value 'BLACKANDWHITE.docx', 'Printer' with the value 'Student-Colour', and 'Pages' with the value '1'. To the right of the 'Pages' field is a 'Cost' field with the value '£0.03'. At the bottom of the dialog box are two buttons: a red 'Cancel' button and a green 'Print' button.

PLEASE NOTE: The document will be automatically charged depending on the colour content. You cannot print a colour document, forced as black and white. See [“Web Print”](#).

Once confirmed you will be presented with a page showing your jobs, their status, and current print balance.



The image shows a screenshot of the PaperCut web interface. The top header is green with the 'PaperCut' logo. Below the header is a table with two columns: 'Pending and Recent Jobs' and 'Balance'. The 'Balance' column shows a value of '£0.87'. The 'Pending and Recent Jobs' column contains two rows. The first row is for 'COLOUR.docx' with a status of 'Sent to Printer' (indicated by a checkmark icon), a timestamp of '16:49:21', a cost of '£0.10', and 'Pages: 1'. The second row is for 'BLACKANDWHITE.docx' with a status of 'Pending Release' (indicated by a yellow circle with an exclamation mark icon), a timestamp of '16:49:11', a cost of '£0.03', and 'Pages: 1'. To the right of the table is a 'Job Info' section with the text 'Select a job to display more info.'.

Pending and Recent Jobs	Balance
<input checked="" type="checkbox"/> Sent to Printer COLOUR.docx 16:49:21 £0.10 Pages: 1	£0.87
<input type="checkbox"/> Pending Release BLACKANDWHITE.docx 16:49:11 £0.03 Pages: 1	Job Info Select a job to display more info.

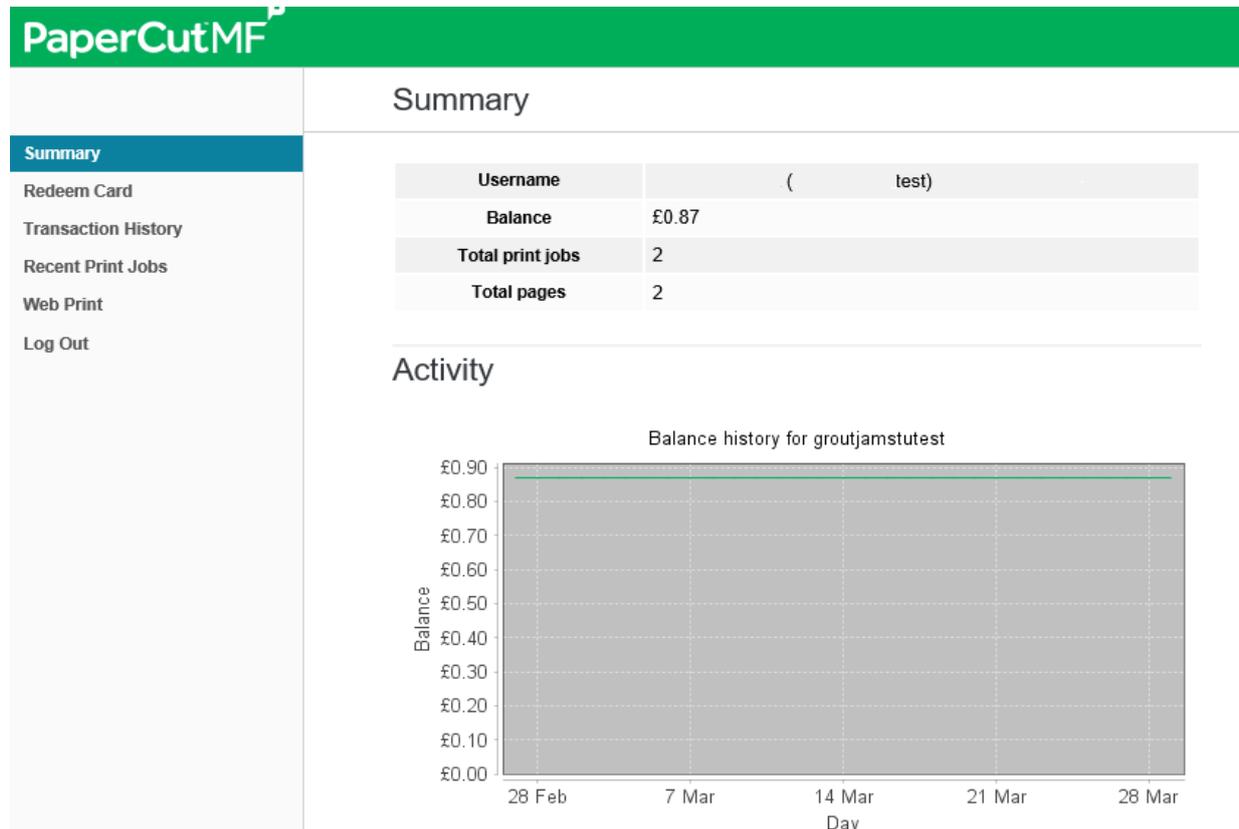
This page can also show jobs waiting to be confirmed. Clicking on the items will give you options to release, if needed, and job info.

PLEASE NOTE: You cannot delete documents from this menu. Deletions can only be done from the printer. You will only be charged for “sent to printer” jobs. Printed items will clear from this list after a short time.

Web Print

Web print allows you to send a document to a queue, Black and White or Colour.

Simply log in to the following link: <https://papercut.southessex.ac.uk/>



The screenshot shows the PaperCutMF web interface. The top navigation bar is green with the 'PaperCutMF' logo. A left sidebar contains menu items: Summary (highlighted), Redeem Card, Transaction History, Recent Print Jobs, Web Print, and Log Out. The main content area is titled 'Summary' and contains a table with the following data:

Username	(test)
Balance	£0.87
Total print jobs	2
Total pages	2

Below the table is an 'Activity' section with a line graph titled 'Balance history for groutjamstutest'. The y-axis is labeled 'Balance' and ranges from £0.00 to £0.90 in increments of £0.10. The x-axis is labeled 'Day' and shows dates from 28 Feb to 28 Mar. A single horizontal green line is plotted at the £0.87 level, indicating a constant balance over the period.

You will be presented with a familiar page.

This is the page you see when clicking on the your Papercut icon near your clock, when logged on to a college machine.

This is where you can go to see more in-depth information regarding your printing account and history.

Clicking on Web Print, will bring you to a page where you can submit jobs.

Click on submit a job.

PaperCutMF

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 »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
No active jobs					

Summary
Redeem Card
Transaction History
Recent Print Jobs
Web Print
Log Out

1, Choose an available printer from the list. We only enable this function on your two main printer choices; Student-BW and Student-Colour.

Web Print

1. Printer | 2. Options | 3. Upload

Select a printer:

Quick Find:

Printer Name ▲	Location/Department
<input type="radio"/> lrc-ps12-pcutp1\Student-BW (virtual)	
<input type="radio"/> lrc-ps12-pcutp1\Student-Colour (virtual)	

2, Staff, If you are a member of a team who are charged for you printing, you will also see an option to select the account to charge.

Students, you simply see the number of copies entry box.

Web Print

The screenshot shows a web interface with a navigation bar at the top containing three tabs: "1. Printer", "2. Options", and "3. Upload". The "2. Options" tab is currently selected and highlighted in green. Below the navigation bar, the main content area is titled "Options". Under this title, there is a label "Copies:" followed by a text input field containing the number "1". At the bottom of the page, there are two navigation buttons: "« 1. Printer Selection" on the left and "3. Upload Documents »" on the right.

3, Clicking up load documents, takes you to a page that defines the document types that are accepted by this process.

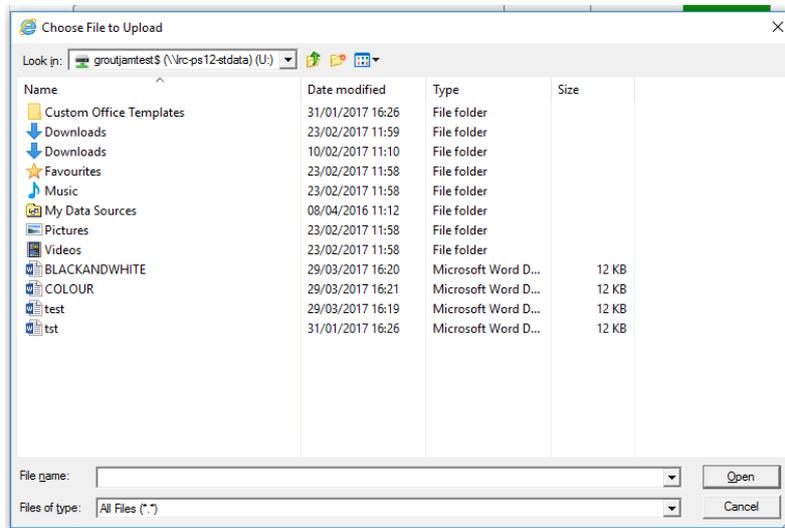
The screenshot shows a web interface with a navigation bar at the top containing three tabs: "1. Printer", "2. Options", and "3. Upload". The "3. Upload" tab is currently selected and highlighted in green. Below the navigation bar, the main content area is titled "Select documents to upload and print". In the center of this area is a large grey box with a document icon and the text "Drag files here". Below this box is a button labeled "Upload from computer". Underneath the button, the text reads "The following file types are allowed:". Below this text is a table with two columns: "Application / File Type" and "File Extension(s)".

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xlsx, 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, jif, jif, jpe, jpeg, jpg, png, tif, tiff

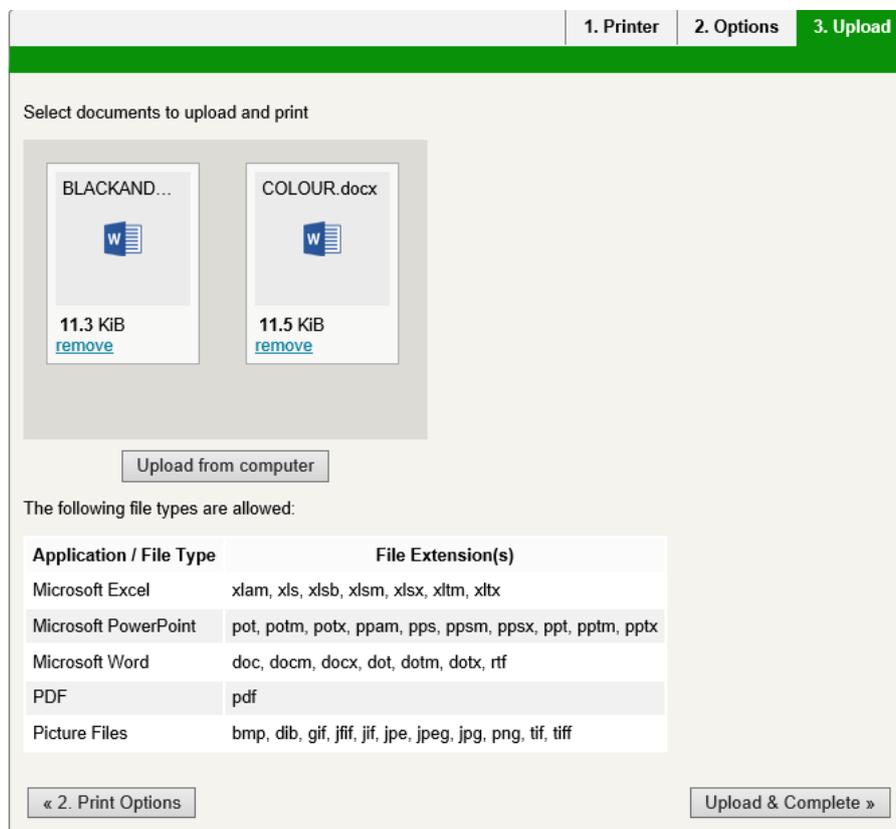
At the bottom of the page, there are two navigation buttons: "« 2. Print Options" on the left and "Upload & Complete »" on the right.

Click up load from computer.

This will present you with a common explorer box, where you can select the file you want to upload.



Once selected, and you've clicked Open, the files will show and wait for the final upload. At this point you can still remove any files you may have accidentally added.



Once you have clicked “upload & complete”, you will be presented with a screen such as the one below. The status will state “rendering”, and then hopefully change to “Held in queue”.

Submit Time	Printer	Document Name	Pages	Cost	Status
29-Mar-2017 17:51:52	Iro-ps12-pcutp1\Student-BW	COLOUR.docx	1	£0.03	Held in a queue
29-Mar-2017 17:51:52	Iro-ps12-pcutp1\Student-BW	BLACKANDWHITE.docx	1	£0.03	Held in a queue

You will not get a confirmation box for this type of job. If you want to check on these documents. You can simply check your print list at the nearest printer, or, visit the credit page previously mentioned in Mobile Printing by visiting <https://papercut.southessex.ac.uk/client> .

This page can be found via MyDay > Bookmarks > Print Credit Jobs Information.

Any further issues, or questions please feel free to contact ITHelpline@southessex.ac.uk, where we will try to help you.

Thank You.