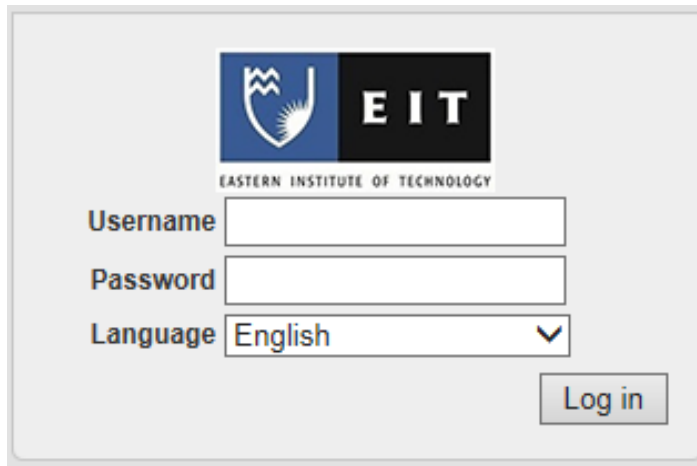


Wireless Printing

As a current EIT student you can print documents via the EIT WiFi and from home.

Click [here](#) to go to PaperCut and submit documents to print. Below are instructions to submit and release your print jobs.

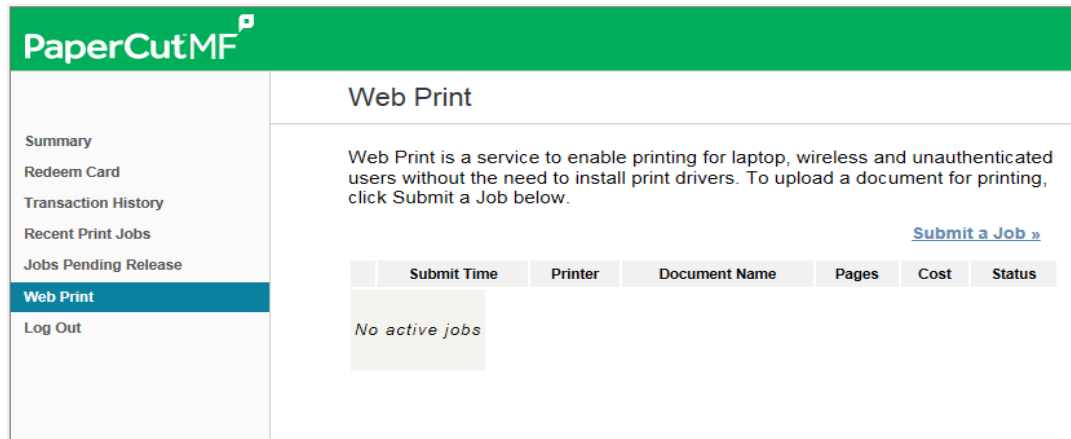
Please note: Only black and white printing is available and works with EIT library printers
Log in using your EIT network details.



The login form features the EIT logo at the top, which consists of a blue shield with a white sunburst and the letters 'EIT' in white on a black background, with 'EASTERN INSTITUTE OF TECHNOLOGY' written below. Below the logo are three input fields: 'Username' with a text box, 'Password' with a text box, and 'Language' with a dropdown menu showing 'English' and a checkmark. A 'Log in' button is located at the bottom right of the form.

Click '**Web Print**' to submit a print job.

A screen will appear showing your active print jobs to be released. To submit a new job, click '**Submit a Job >>**'.



The interface has a green header with 'PaperCutMF' in white. On the left is a sidebar with a list of links: 'Summary', 'Redeem Card', 'Transaction History', 'Recent Print Jobs', 'Jobs Pending Release', 'Web Print' (highlighted in blue), and 'Log Out'. The main content area is titled 'Web Print' and contains a paragraph explaining the service: '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 below.' Below this text is a link 'Submit a Job »'. Underneath is a table with columns: 'Submit Time', 'Printer', 'Document Name', 'Pages', 'Cost', and 'Status'. The table body contains the text 'No active jobs'.

Submit Time	Printer	Document Name	Pages	Cost	Status
No active jobs					

You will be asked to **choose the location** of where you want your print job sent to. If you are on the Tairāwhiti Campus, choose the first option. If you are on the Hawke's Bay Campus, click the second option. Both will be sent to a virtual printer queue and will be pending until you release your job(s).

Click '**2. Print Options and Account Selection >>**' to proceed to the next step.

Web Print

1. Printer

2. Options

3. Upload

Select a printer:

Quick Find:

Find Printer

Printer Name ▲	Location/Department
<input type="radio"/> taip01\Follow-You (virtual)	EIT Tairāwhiti Student Secure Print Queue
<input checked="" type="radio"/> tarpt02\Follow-you (virtual)	LBlock Learning hub
<input type="radio"/> tarpt02\T208-Xerox-01	T208

« Back to Active Jobs

2. Print Options and Account Selection »

Enter the **number of copies** you need and then click '**3. Upload Document**'.

Web Print

1. Printer

2. Options

3. Upload

Options

Copies:

« 1. Printer Selection

3. Upload Documents »


Before you submit your job please **check the file type**. Microsoft Excel, PowerPoint, Word and XPS formats and Adobe PDF files can be printed. Click '**Upload & Complete >>**'.

Please Note: Image (.jpeg, .tiff, .png), other Adobe products and other formats are not supported which means you will need to log onto an EIT computer to print.

Web Print

1. Printer
2. Options
3. Upload

Select documents to upload and print



Drag files here

Upload from computer

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xlsx, xltm, xlsx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
XPS	xps

« 2. Print Options

Upload & Complete »

If you have more than one item you wish to print, please repeat the steps above for each job.

Once your job(s) have processed you can go to one of the library printers. Please swipe your EIT student card to print your document(s).

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 below.

[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
Apr 6, 2016 11:31:05 AM	tarpt02\Follow-you	Mac Printing.docx	1	\$0.11	Held in a queue

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

Once you have finished, click '**Log Out**' to exit PaperCut.