

# Wireless Printing

## Pellissippi State - Campus Locations Open Labs

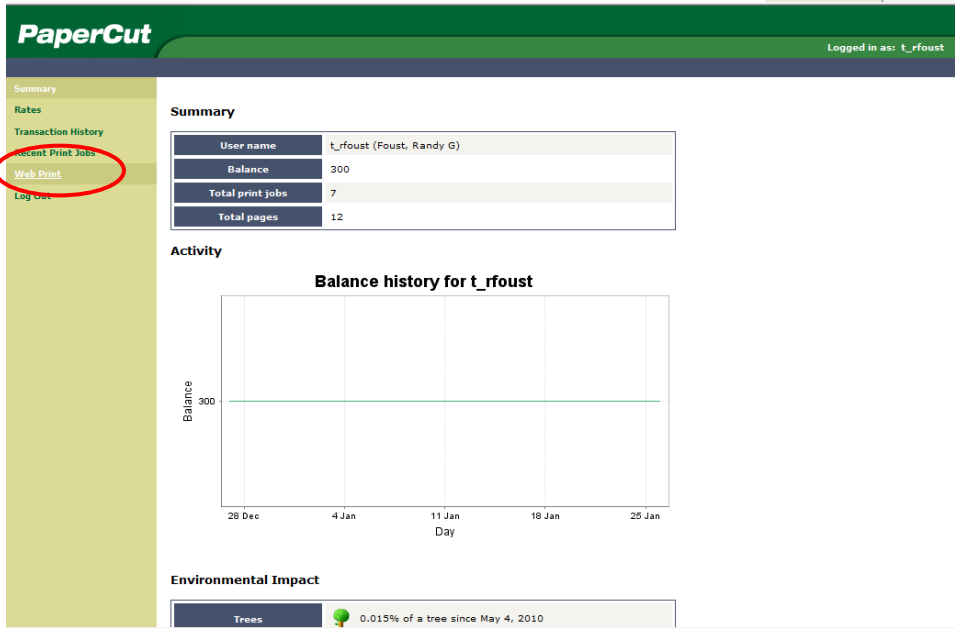
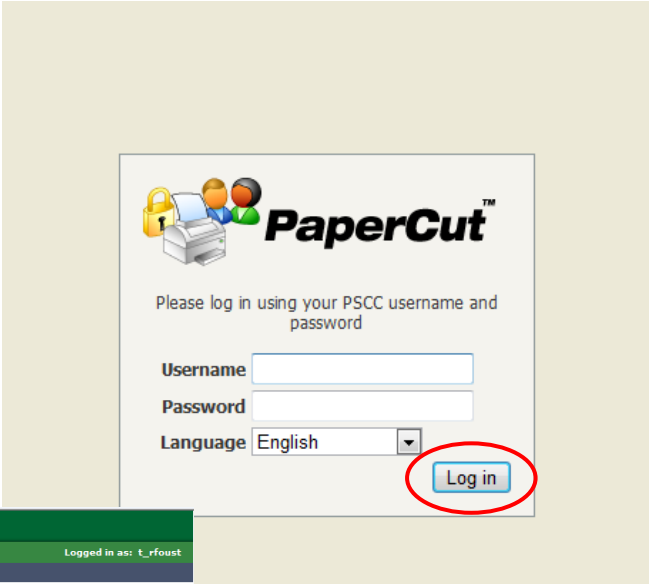
Pellissippi State has wireless printing available at each of the site and main campuses. The printer locations are available in the Open Lab on each campus.

**Note:** Your print job will print in a monitored Open Lab. It will include a cover sheet that contains you username, date\time, and your **PaperCut** Reference numbers

[Document Not Printing? Click Here](#)

### PaperCut Wireless Printing

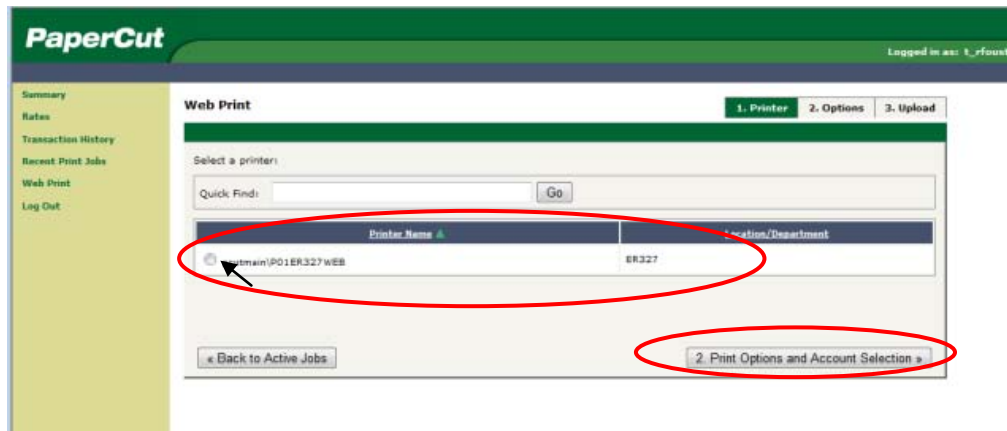
1. Go to the Papercut website (Link available from the wireless homepage or click here to begin [Wireless Printing](#))
2. Enter your username and password (this is the same as MyPellissippi, email, etc.) to log in.
3. Click **Log IN**.



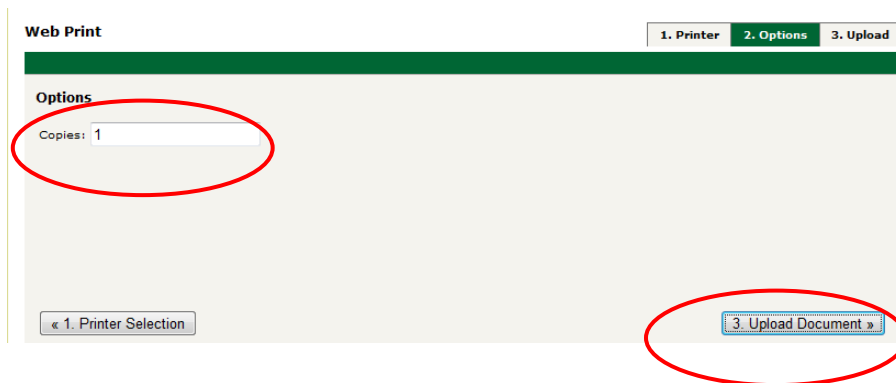
4. Choose **Web Print** from the left column.

5. Choose a printer and

then choose **Print Options and Account Selection**. (Please note your campus location and choose the corresponding printer (Open Lab).)

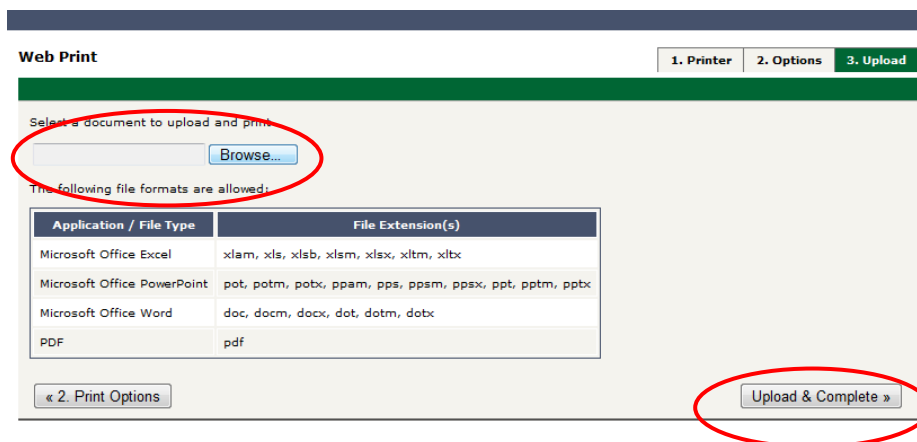


6. Enter number of copies and click **Upload Document**.



7. **Browse** for your document and then choose **Upload and Complete**.

\*Note that Works documents are not supported and need to be saved as a Word document (.doc) or another support file format as seen in the image below.



**Printing Html & Webpages??**

For Webpages etc., you'll need to "Print To" (using Cutepdf) or "Save As" to a .pdf and then submit this .pdf to Papercut for printing.

[Click Here](#) to get a free version of Cutepdf Printer

8. You will then see the Job submission process on the following screen. Choose “**Submit a Job**” to submit another job.

#### 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.

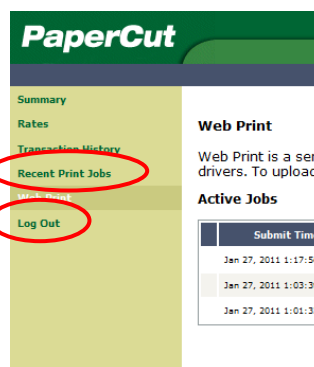
#### Active Jobs

Submit Time	Printer	Document Name	Pages	Cost	Status
Jan 26, 2011 3:02:32 PM	pcutmain/P01ER327WEB	F2010 - rpt#UsedComputerbyHourDateRangeChart.pdf			Finished: Queued for printing

[Submit a Job >>](#)

9. Choose “**Recent Print Jobs**” to check your print jobs status.

10. Choose “**Log Out**” once you are finished with wireless printing.



## Experiencing Difficulties?

If you are having trouble getting a document to print, try saving it in a different format or any older version of the original format.



#### File not Printing

WordPerfect  
Open Office 3.0  
Microsoft Works  
Html File or Webpage

#### Save As

Word 6.0  
Open Office 2.0 or Word 6.0  
Word Document (.doc)  
Print to .pdf and then submit the .pdf to Papercut



If you still have problems, please go to an [Open Lab](#) for assistance.

Or Check out Papercut’s extra help at <http://www.papercut.com/tour/web-print/>.