

Printing Using Papercut WebPrint

The following guide will show you how to use Papercut WebPrint on the school network. This guide will be relevant for devices that are connected to the “Henley” wireless network and are not connected to the school domain (e.g. Student Laptops).

*Tip – You will need to access the Henley High School Intranet home page which can be found by entering the following address <http://intranet> or <http://10.60.128.55> in your browser or using the desktop shortcut on your laptop.

HENLEY HIGH - Intranet

Office 365

Compass Login

Smart Suite

Email

HHS Website

Staff Page

Virtual Library

Clickview Online

Clickview Live

STUDENTS

SEARCH & REFERENCE

QUICK LINKS

Updated: 5th July 2023

Resources

- Check Print/Internet Account/Papercut Web Print
- Computer Use Rules Page
- Understanding Text Types
- Hero Machine
- Sports Search
- Adobe Digital Editions Setup
- Kindle For PC Setup
- ACER Testing
- SPARKvue installer

Support Pages

- Aboriginal & Torres Strait Islander Page
- Australiana Page
- Futures Connect Page
- Integrated Research Page
- IVEC Page
- Middle School Page
- Personal Learning Plan Page
- Tertiary Education & Careers Page

The Loft

- The Loft Goal Reflection Form

SACE Research Advice

- Evaluating research sources
- Guidelines for referencing
- How to conduct a case study
- Identifying a research topic, question or hypothesis
- Primary and secondary sources
- Tips on writing a science investigation report

Connection Tools for Laptop Users

- Internet Certificate (SWIFT) (Must use for internet)
- Change password (Office 365 - School Account)

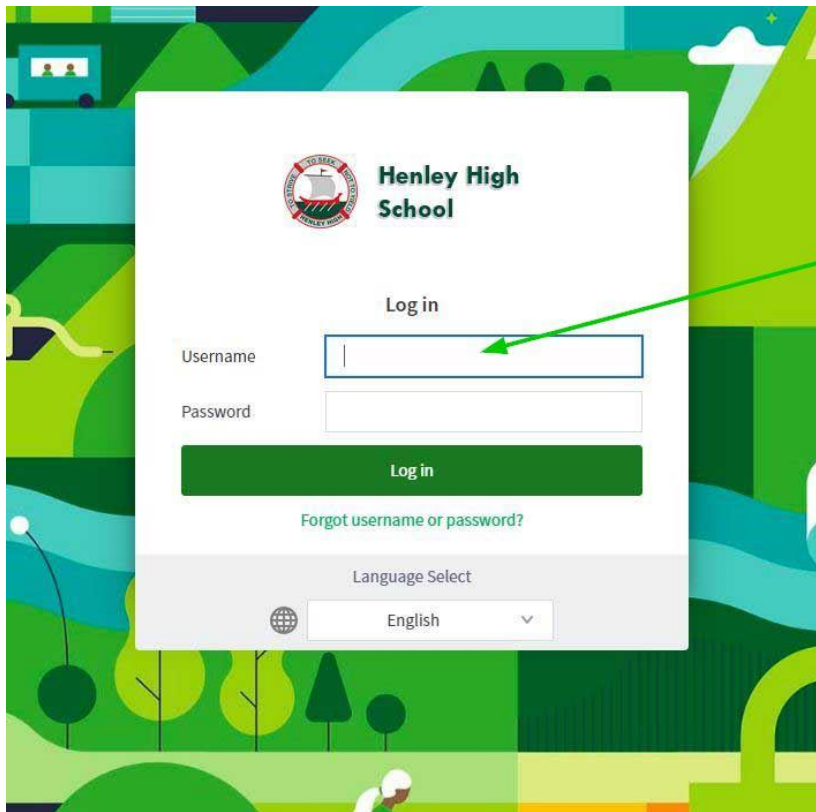
2023 Term Dates

- Term 1: 30 Jan - 14 Apr
- Term 2: 1 May - 7 Jul
- Term 3: 24 Jul - 29 Sep
- Term 4: 16 Oct - 15 Dec

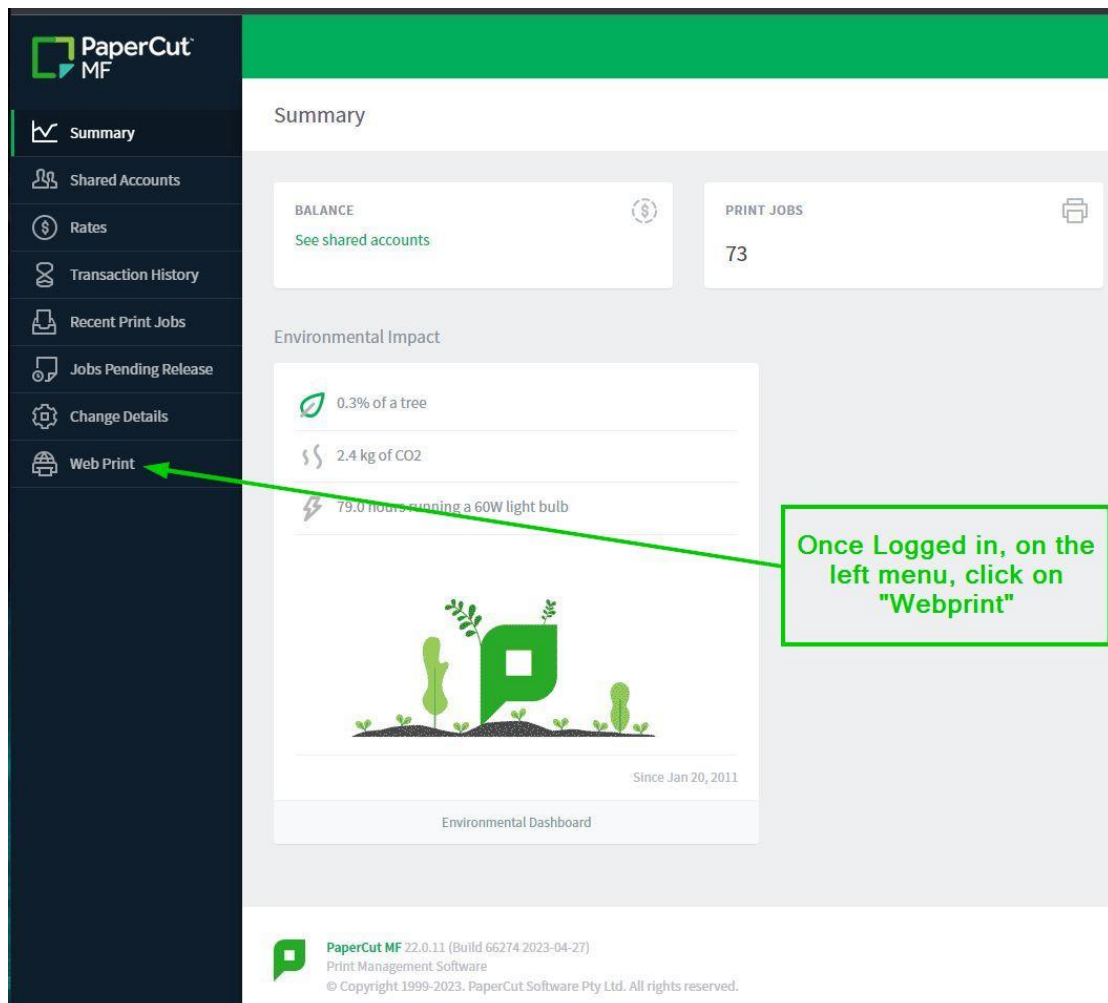
2024 Term Dates

- Term 1: 29 Jan - 12 Apr
- Term 2: 29 Apr - 5 Jul
- Term 3: 22 Jul - 27 Sep
- Term 4: 14 Oct - 13 Dec

2. Click the first link under "Resources" labeled "Check Print / internet account / Papercut Web Print"



You will be required to log in to the Papercut System using your normal username and password. (This is the same username and password you use for connecting to WiFi, Compass etc)



Once Logged in, on the left menu, click on "Webprint"

PaperCut MF

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
No active jobs					

Next, Click on the "Submit a Job" button.

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Web Print

1. Printer 2. Options 3. Upload

Select a printer:

Search: []

PRINTER NAME	LOCATION/DEPARTMENT
<input type="radio"/> henley01\RICOH262-RM321	ROOM 321
<input type="radio"/> henley01\RICOH262-RM321-COLOUR	ROOM 321
<input type="radio"/> henley01\RICOH430-ISEC	ISEC
<input type="radio"/> henley01\RICOH430-ISEC-COLOUR	ISEC
<input type="radio"/> henley01\RICOHIMC2500-LOFT	LOFT
<input type="radio"/> henley01\RICOHIMC2500-LOFT-COLOUR	LOFT
<input type="radio"/> henley01\RICOHIMC2500-TECH	TECH
<input type="radio"/> henley01\RICOHIMC2500-TECH-COLOUR	TECH
<input type="radio"/> henley01\RICOHIMC3500-ARTS2	Arts Room 412A
<input type="radio"/> henley01\RICOHIMC3500-ARTS2-COLOUR	
<input type="radio"/> henley01\RICOHIMC6000PCL-ARTS	ARTS
<input type="radio"/> henley01\RICOHIMC6000PCL-ARTS-COLOUR	ARTS
<input checked="" type="radio"/> henley01\RICOHIMC6000PCL-MAWSON	MAWSON
<input type="radio"/> henley01\RICOHIMC6000PCL-MAWSON-COLOUR	MAWSON
<input type="radio"/> henley01\RICOHIMPC3003-OLIPHANT	OLIPHANT
<input type="radio"/> henley01\RICOHIMPC3003-OLIPHANT-COLOUR	OLIPHANT
<input type="radio"/> henley01\RICOHIMPC3003-RM404	ROOM 404

Select a printer from the list. (Make sure you check the location of the printer and select the correct one). If you require a colour print, select the corresponding printer labeled "COLOUR".

<input type="radio"/>	henley01\RICOHIMC6000PCL-ARTS-COLOUR	ARTS
<input checked="" type="radio"/>	henley01\RICOHIMC6000PCL-MAWSON	MAWSON
<input type="radio"/>	henley01\RICOHIMC6000PCL-MAWSON-COLOUR	MAWSON
<input type="radio"/>	henley01\RICOHMPC3003-OLIPHANT	OLIPHANT
<input type="radio"/>	henley01\RICOHMPC3003-OLIPHANT-COLOUR	OLIPHANT
<input type="radio"/>	henley01\RICOHMPC3003-RM404	ROOM 404
<input type="radio"/>	henley01\RICOHMPC3003-RM404-COLOUR	ROOM 404
<input type="radio"/>	henley01\RICOHMPC3003-RM405	ROOM 405
<input type="radio"/>	henley01\RICOHMPC3003-RM405-COLOUR	ROOM 405
<input type="radio"/>	henley01\RICOHMPC3004-FLOREY	FLOREY
<input type="radio"/>	henley01\RICOHMPC3004-FLOREY-COLOUR	FLOREY
<input type="radio"/>	henley01\RICOHMPC3004-HOME EC	HOME EC
<input type="radio"/>	henley01\RICOHMPC3004-HOME EC-COLOUR	HOME EC
<input type="radio"/>	henley01\RICOHMPC3004-PE	PE

« 1 2 »

« Back to Active Jobs

2. Print Options and Account Selection »

Scroll to the bottom of the page and click the "Print Options and Account Selection" button.

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Web Print

1. Printer 2. Options 3. Upload

Options

Copies: 1

Account to Charge

Charge to shared account
Account: Select the shared account to charge...
 Charge to shared account using PIN / Code
PIN / Code: _____

« 1. Printer Selection

3. Upload Documents »

Select how many copies you would like printed and then select the "Upload Documents" button.

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Print Management Software
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