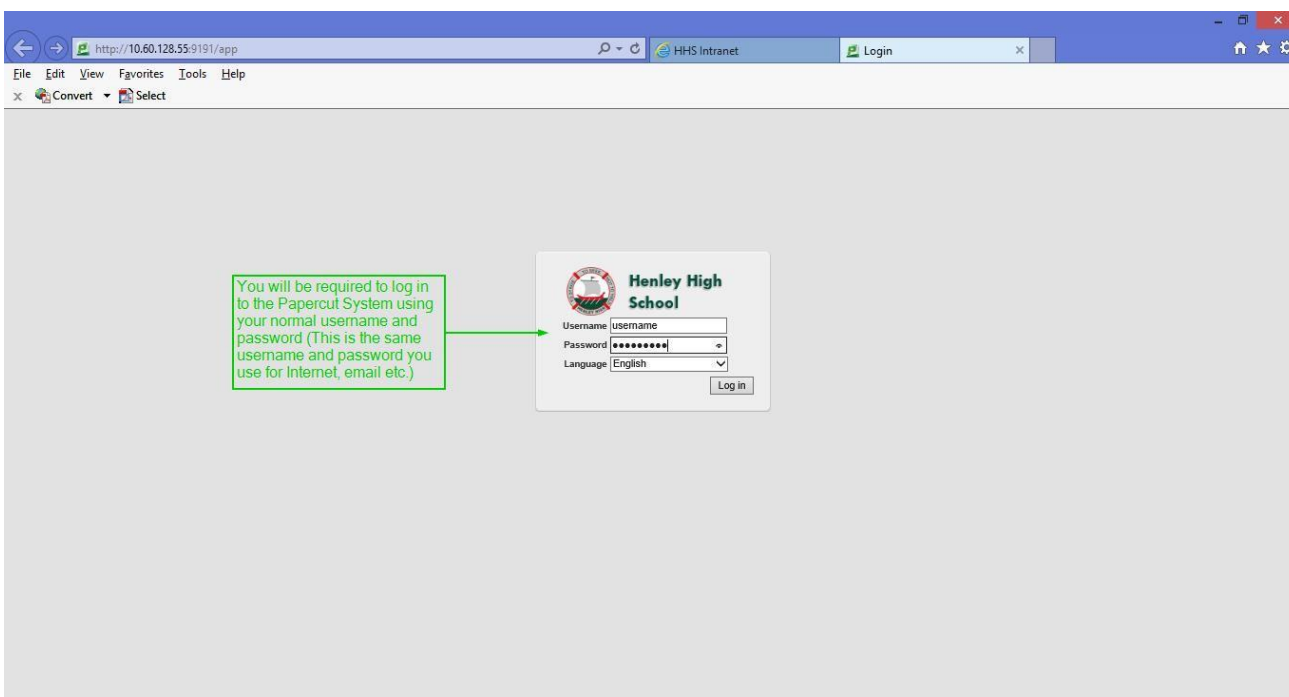
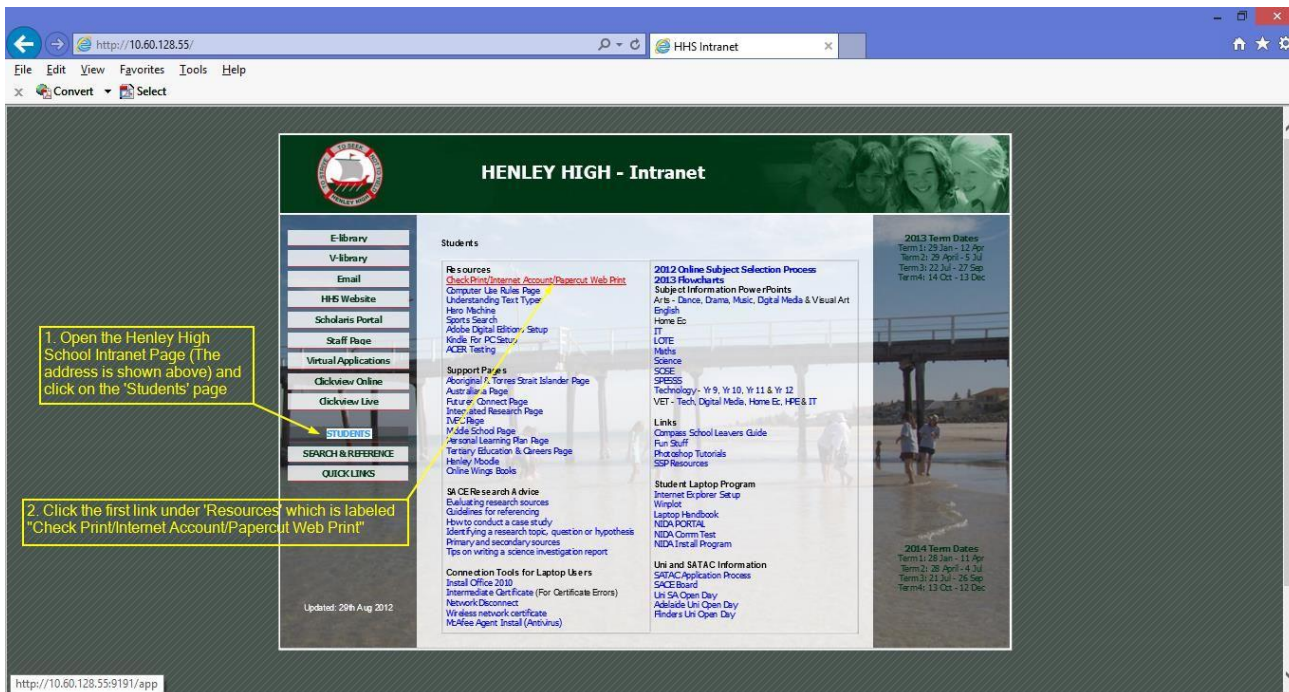
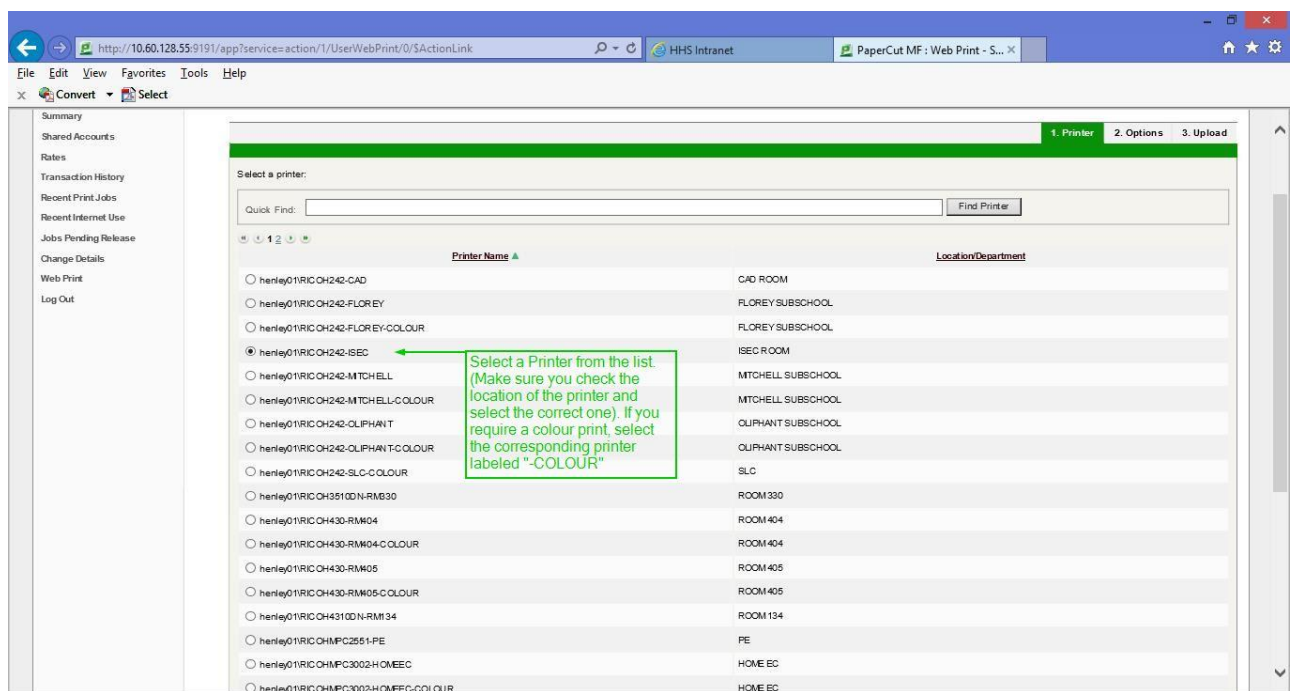
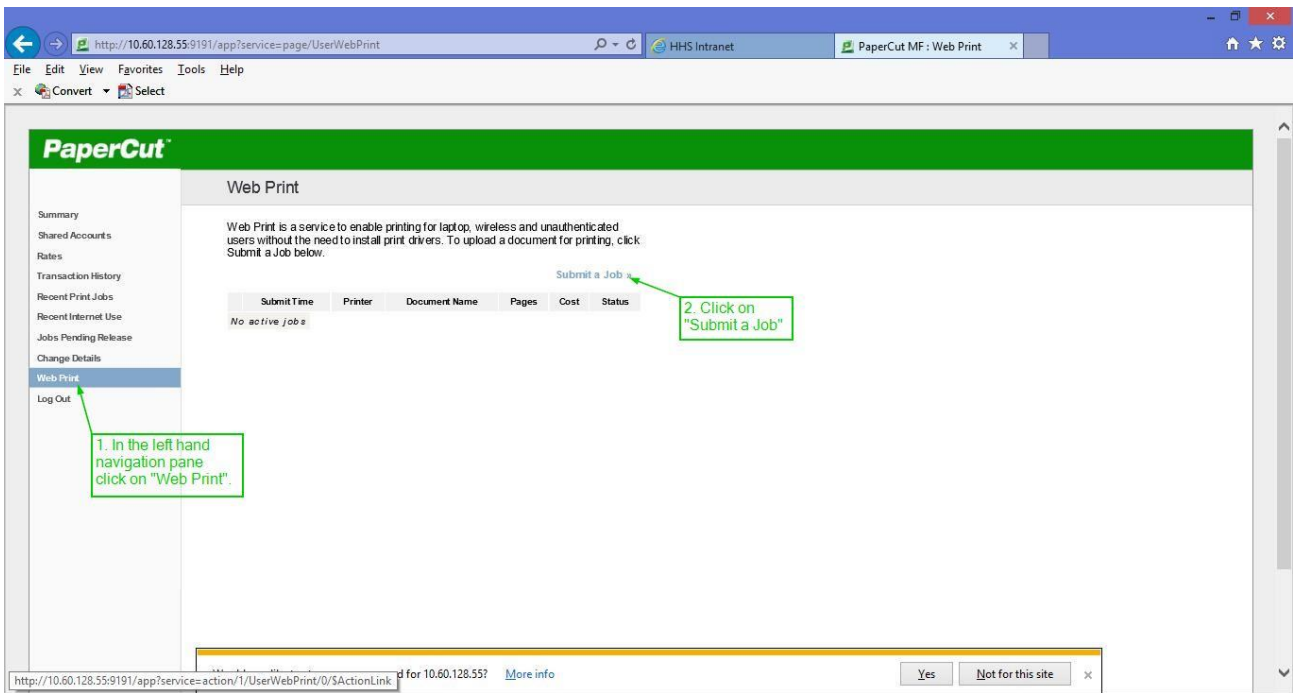


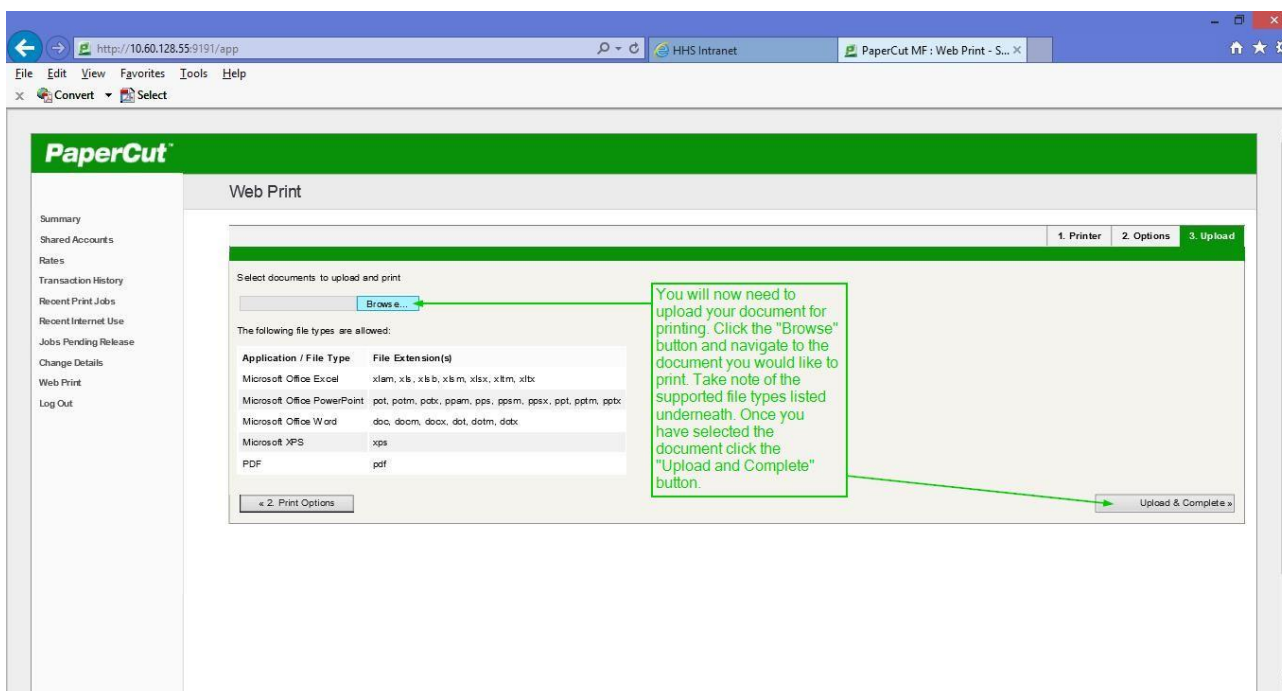
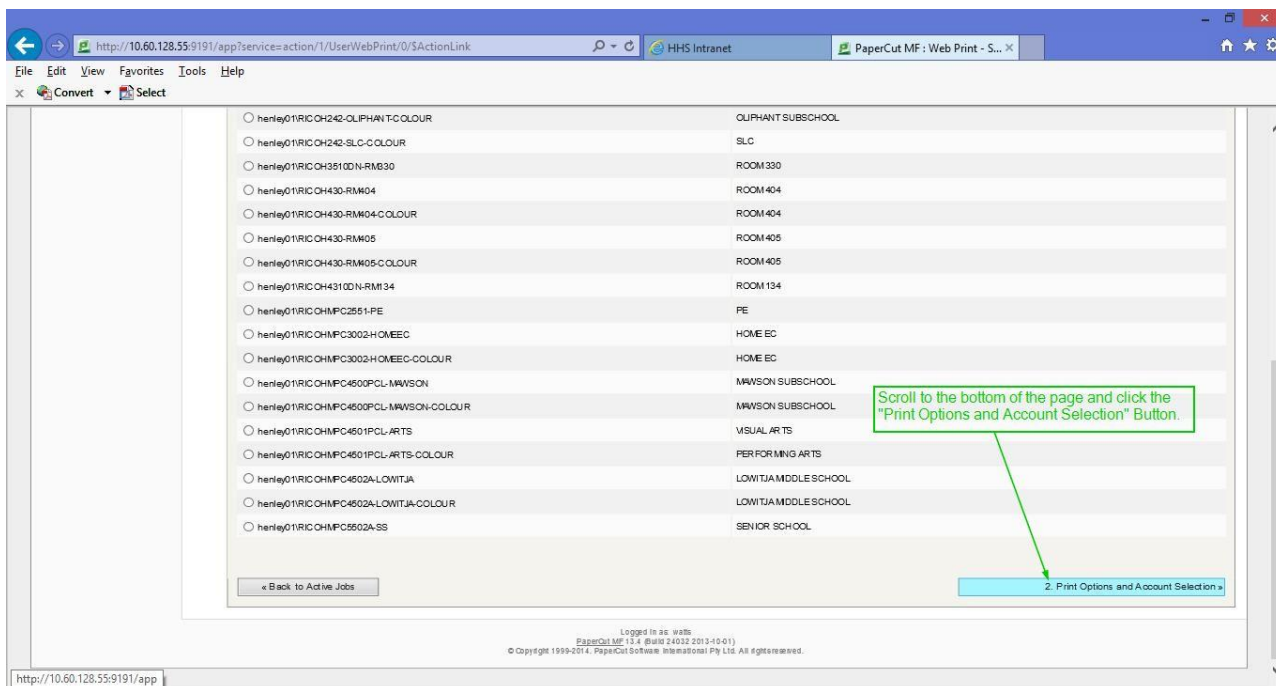
Printing Using Papercut WebPrint

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 “Student” or “Tablet” wireless networks and are not connected to the school domain (e.g. personal tablets and 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.







The screenshot shows a web browser window with the URL <http://10.60.128.55:9191/app>. The browser tabs include 'HHS Intranet' and 'PaperCut MF : Web Print'. The page title is 'PaperCut'. A green banner at the top contains a checkmark icon and the text: 'Your document was successfully submitted. See the table below to track its status.'

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 Time	Printer	Document Name	Pages	Cost	Status
Mar 28, 2014 3:32:30 PM	hhs\h101\RICOH242-18EC	hhs page.docx	1	\$0.05	Finished: Queued for printing

Your print job should now be sent to the printer. You can submit another print job or choose "Log Out" from the left hand pane.

The left-hand navigation pane includes the following items: Summary, Shared Accounts, Rates, Transaction History, Recent Print Jobs, Recent Internet Use, Jobs Pending Release, Change Details, **Web Print**, and Log Out.