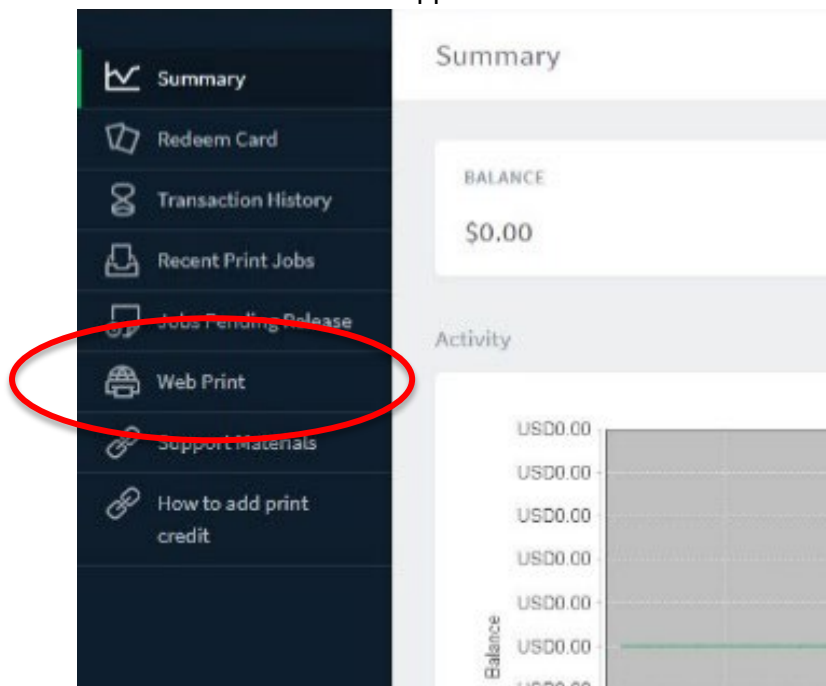


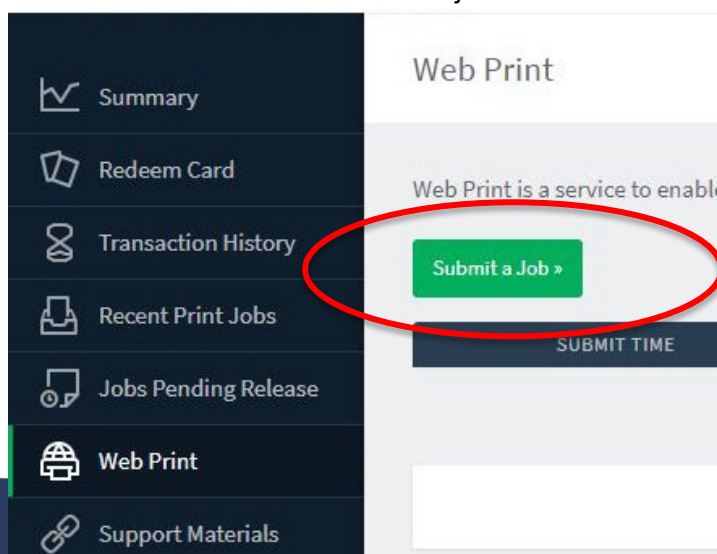
Printing from your laptop using Wi-Fi

This guide is designed to help you print from your laptop on any campus using Eduroam.

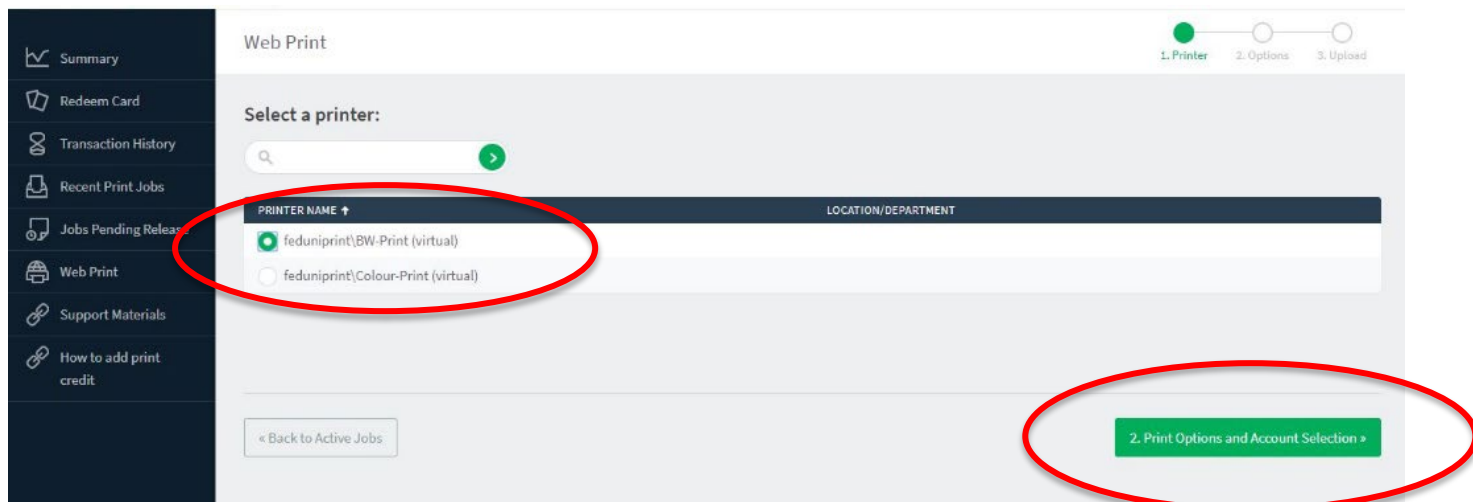
1. In your web browser navigate to **papercut.federation.edu.au**
2. You will be prompted to enter the following settings:
 - a. **Username:** username
 - b. **Password:** your university password
3. Your account details will appear as below. Select **Web Print** from the left hand side menu bar



4. Press the **Submit Job** to start the job

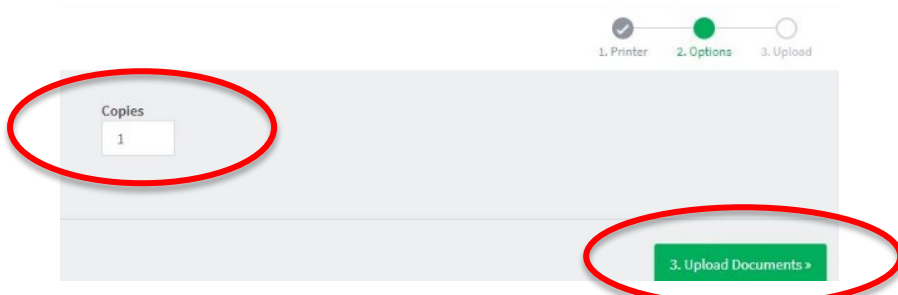


5. Select either feduniprint\BW-Print (virtual) or feduniprint\Colour-Print (virtual), then click **Print Options and Account Selection**



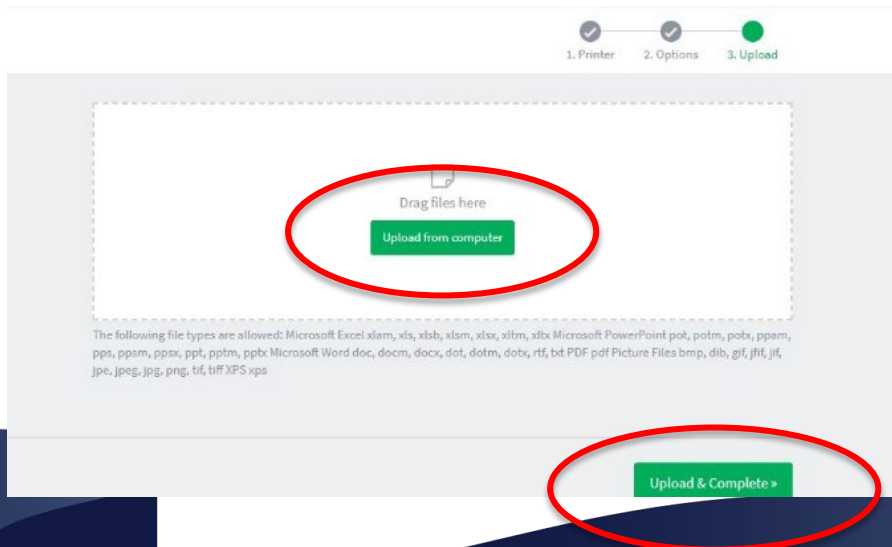
The screenshot shows the 'Web Print' interface. On the left is a sidebar with navigation links: Summary, Redeem Card, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print, Support Materials, and How to add print credit. The main area is titled 'Web Print' and has a progress bar at the top with three steps: 1. Printer (selected), 2. Options, and 3. Upload. Below the progress bar, there is a 'Select a printer:' section with a search bar and a list of printers. The first printer, 'feduniprint\BW-Print (virtual)', is selected and circled in red. Below it is 'feduniprint\Colour-Print (virtual)'. At the bottom right, a green button labeled '2. Print Options and Account Selection >' is circled in red. A 'Back to Active Jobs' button is also visible at the bottom left.

6. Insert how many copies you want to print and then click **Upload Documents**



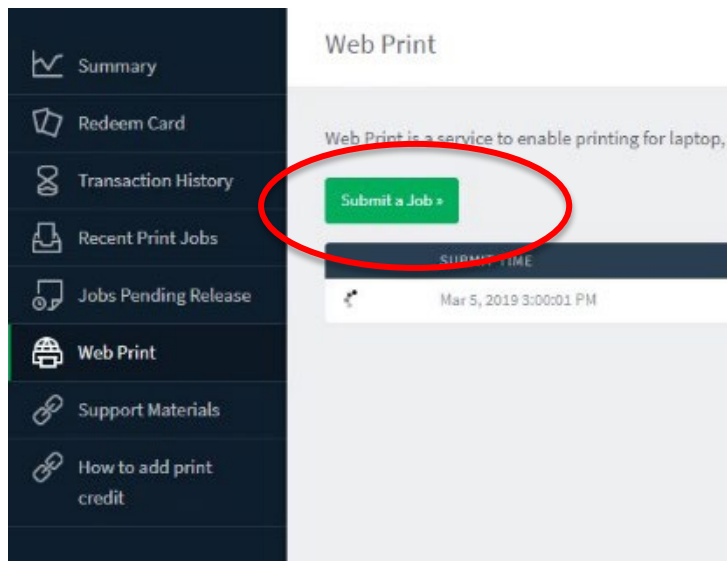
The screenshot shows the 'Web Print' interface with the progress bar updated: 1. Printer (checked), 2. Options (selected), and 3. Upload. In the 'Options' step, there is a 'Copies' input field with the value '1' circled in red. Below it, a green button labeled '3. Upload Documents >' is circled in red.

7. To select the file, click on **Upload from computer**, select the file from your folders and open, and then click on **Upload & Complete**

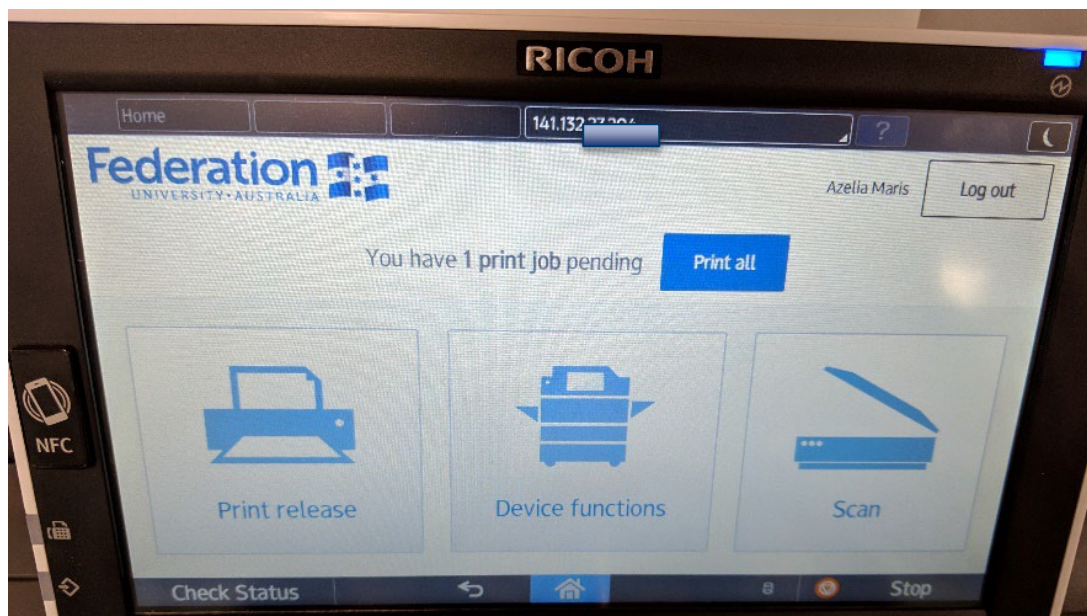


The screenshot shows the 'Web Print' interface with the progress bar updated: 1. Printer (checked), 2. Options (checked), and 3. Upload (selected). In the 'Upload' step, there is a large dashed box for file upload. Inside the box, there is a 'Drag files here' instruction and a green button labeled 'Upload from computer', both circled in red. Below the dashed box, a list of supported file types is provided: Microsoft Excel (xlsm, xls, xlsx, xltm, xlsx, xltm, xlsx), Microsoft PowerPoint (pot, potm, potx, pptm, pptx), Microsoft Word (doc, docm, docx, dot, dotm, dotx, rtf, txt), PDF, and various image formats (bmp, dib, gif, jpeg, jpg, jpe, jpeg, png, tif, tiff, xps). At the bottom right, a green button labeled 'Upload & Complete >' is circled in red.

8. Click on **Submit Job** to send the file to the printer



9. **Tap your ID card** on the printer to release the job.
10. Select **print all** to release all print jobs or select **print release** to choose the files you want to print.



*Note: Your print job will remain in the print queue for 8 hours before it is deleted.

For further ITS assistance contact the ITS Service Desk.

servicedesk.federation.edu.au / 1800 333 864