



Web Printing from your Personal Computer

PaperCut allows you to print from any device connected to [IllinoisNet](https://papercut.ics.illinois.edu).

1. Log in to the PaperCut Web App: <https://papercut.ics.illinois.edu>
2. Click on **Web Print** on the left panel
3. Select **Submit a Job »**
4. In Quick Find: Type **Students2** and Select **Find Printer** to display
vetprint.Vetmed.illinois.edu\Students2

The screenshot shows the PaperCut Web App interface. At the top, there are three tabs: "1. Printer" (selected), "2. Options", and "3. Upload". Below the tabs, the text "Select a printer:" is displayed. A "Quick Find:" search bar contains the text "students", and a "Find Printer" button is to its right. Below the search bar, there is a table with two columns: "Printer Name ▲" and "Location/Department". The table contains one entry: "vetprint.vetmed.illinois.edu\Students2" under the Printer Name column and "2271S VMBSB" under the Location/Department column. The entry is selected, indicated by a radio button.

Printer Name ▲	Location/Department
vetprint.vetmed.illinois.edu\Students2	2271S VMBSB

5. Select **Print Options and Account Selection »**
6. Type how many copies you want to make by "Copies:"
7. Select **Upload Documents »**
8. Select **Upload from computer** and select your files
9. Select **Upload & Complete »**
10. Select **Jobs Pending Release** in the left column
11. Select **Release All** or select a **specific job** and select **Print** (you can also cancel the job)



COLLEGE OF VETERINARY MEDICINE
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

PAPERCUT FAQ

My password doesn't work!

Be sure you are using your NetID (@illinois.edu Email) Password. If you cannot login, visit Technology Services at <https://identity.uillinois.edu> and reset your password. Make sure that you [keep your passwords secure](#). You are responsible for all [activity done on your account](#). Please remember to log out when you are leaving the computer unattended.

I accidentally sent a print job I don't want!

To delete a print job, you can select "Delete" after typing in your NetID password. Be sure not to press Enter since that will release the print job. Print jobs will automatically expire after an hour without activity.

My print looks nothing like what I meant to print!

This may happen when a software application alters a print job in order to make it easier to print. Converting your document to a PDF or XPS file and confirming that the file looks correct should solve most issues. You can convert a document to PDF or XPS by printing to Adobe PDF Writer and Microsoft XPS Document Writer (on Windows only), respectively. Our printers cannot print less than about 0.25 inches away from the edge of the paper.

I think there's something defective with the printer!

Please contact the Help Desk with a detailed description of the problem so that we can fix the printer in a timely fashion.

Computing Services Help Desk: net@vetmed.illinois.edu | 217.333.1533