

“Cloud Printing” or “Web Printing”

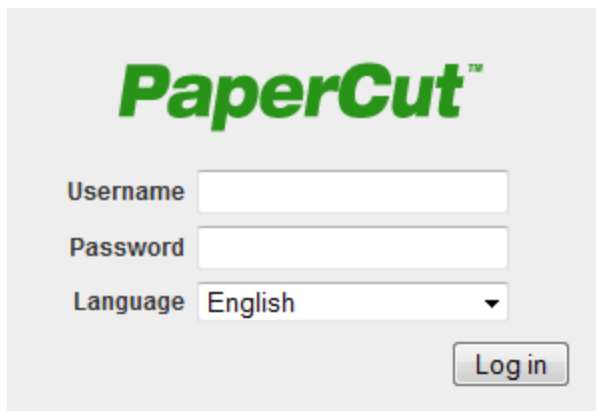
This process allows users to print from their own laptop to a Studio or Satellite laser or inkjet (letter to tabloid sized documents). Please follow these instructions.

Prerequisites:

- You must have a Computer Account
- You need to have funds on your PaperCut print account.
- Document **must** be in PDF format.

Steps:

1. Open the web browser and go to: <https://ced-iit-aper.ced.berkeley.edu:9192>
2. Log on using your CalnetID and passphrase.



The image shows the PaperCut login interface. At the top, the 'PaperCut' logo is displayed in green. Below the logo are three input fields: 'Username', 'Password', and 'Language'. The 'Language' dropdown menu is currently set to 'English'. A 'Log in' button is located at the bottom right of the form.

3. Select 'Submit a Job':

[Submit a Job »](#)

	Pages	Cost	Status
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4. Select a printer (printer name includes formatting information, e.g. 'one-sided color'), and click 'Print Options and Account Selection' to continue.

<input type="radio"/>	svr1_477_LASER_BW <u>letter one-sided</u>	477 Wurster Hall
<input type="radio"/>	svr1_477_LASER_BW <u>letter two-sided</u>	477 Wurster Hall
<input type="radio"/>	svr1_477_LASER_BW <u>tabloid one-sided</u>	477 Wurster Hall
<input type="radio"/>	svr1_477_LASER_BW <u>tabloid two-sided</u>	477 Wurster Hall
<input type="radio"/>	svr1_479_LAB_LASER <u>letter one-sided</u>	479 Wurster Hall

[2. Print Options and Account Selection »](#)

- To narrow down the list, type the room or floor number into the 'Quick Find' field, and click 'Find Printer'.

Quick Find:

5. Select the number of copies you want, and click 'Upload Document'.

Options

Copies:

6. Select your desired document to upload. Please note that only PDFs are allowed for printing. Click 'Upload & Complete' to print your document.

Select a document to upload and print

The following file formats are allowed:

Application / File Type	File Extension(s)
PDF	pdf

Known Limitations:

- No two-sided printing on floors 5, 6, and 7 (troubleshooting is in progress).
- Two-sided B/W printing is available in 477 during the normal office hours (9 am – 5 pm).
- No printing to plotters.
- No printing from mobile devices (iPad, iPhone, Android devices).
- Two-sided printing formats pages so they flip on long side.