

From a private computer (Web print)

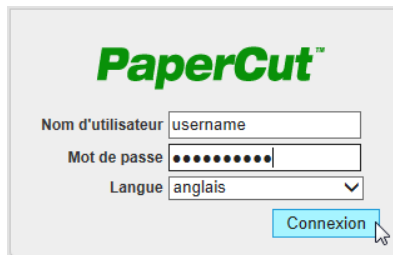
Requirement

- Connected to the UNIFR network (Wifi or VPN)
- Web browser

1. Open a Web browser and enter:

<http://vprint.unifr.ch>

2. Login with your University account.



PaperCut™

Nom d'utilisateur:

Mot de passe:

Langue: ▼

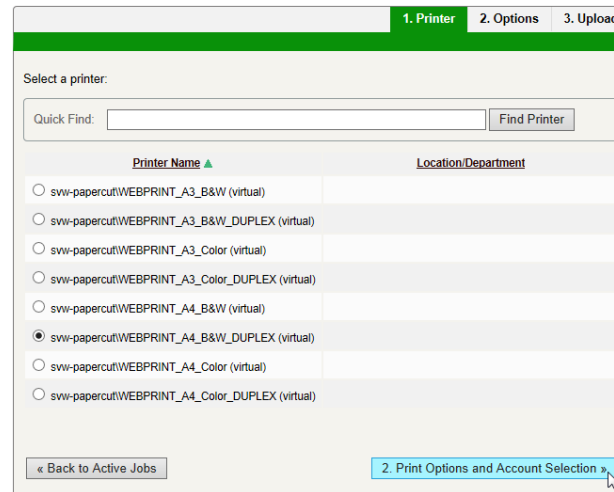
3. Open the « Web print » section.



4. Click on the following link:

[Submit a Job »](#)

5. Choose the printer corresponding to the format (A4 or A3) and to printing type as wished (Color or Black & White, Duplex or not).



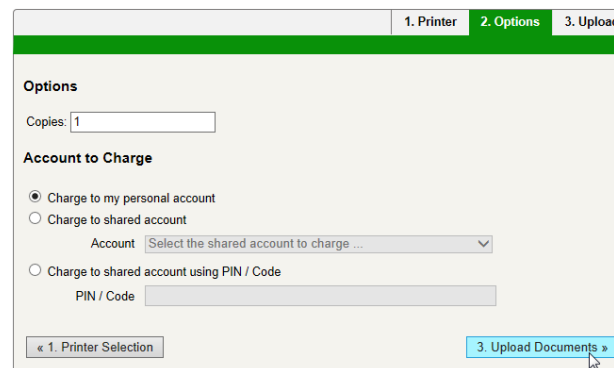
1. Printer 2. Options 3. Upload

Select a printer:

Quick Find:

Printer Name ▲	Location/Department
<input type="radio"/> sww-papercut WEBPRINT_A3_B&W (virtual)	
<input type="radio"/> sww-papercut WEBPRINT_A3_B&W_DUPLEX (virtual)	
<input type="radio"/> sww-papercut WEBPRINT_A3_Color (virtual)	
<input type="radio"/> sww-papercut WEBPRINT_A3_Color_DUPLEX (virtual)	
<input type="radio"/> sww-papercut WEBPRINT_A4_B&W (virtual)	
<input checked="" type="radio"/> sww-papercut WEBPRINT_A4_B&W_DUPLEX (virtual)	
<input type="radio"/> sww-papercut WEBPRINT_A4_Color (virtual)	
<input type="radio"/> sww-papercut WEBPRINT_A4_Color_DUPLEX (virtual)	

6. If needed, modify the account selection options or the number of copy as wished.



1. Printer 2. Options 3. Upload

Options

Copies:

Account to Charge

Charge to my personal account

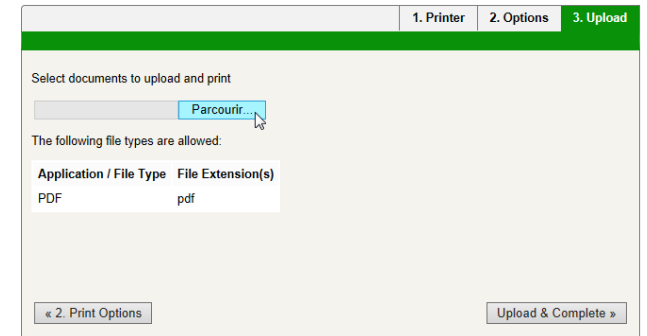
Charge to shared account

Account:

Charge to shared account using PIN / Code

PIN / Code:

7. Choose your file to print, in PDF format only and with a maximal size of 512 MB.



1. Printer 2. Options 3. Upload

Select documents to upload and print

The following file types are allowed:

Application / File Type	File Extension(s)
PDF	pdf

8. The printing job is in waiting list. Please go in front of any printer equipped with the new system and follow the instructions of point « Print from a computer ».

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
Jul 14, 2014 10:38:19 AM	sww-papercut WEBPRINT_A4_B&W_DUPLEX	test.pdf	2	SFr. 0.20	Held in a queue

On the printer (MFP)

1. To release the printer for each following feature, place your Campus Card on the printer, where this sticker is.



A beep shows that the card was detected. Remove the card. The main menu will appear:

Information utilisateur

Bienvenue, username.

Travaux d'impression attendant libération:

Travaux en attente: 1 Sélectionnez des travaux

Votre utilisation copie/scan/fax sera comptabilisée pour:

Nom d'utilisateur: username

Compte: Compte personnel Changer de compte

Solde: SFr. 0.60

Print from a computer

2. Press the button Sélectionnez des travaux
3. Press the button « Imprimer » on the line of the document that you wish. To print the whole list, press the button « Tout imprimer ».

Travaux d'impressions non libérés Actualiser Tout imprimer Retour

Temps	Document	Pages	Coût	
13:13:37	Microsoft Word – Document1	1	SFr. 0.10	Imprimer Annuler

4. To disconnect, press the button and press « Oui ».

Print from a USB device (PDF only)

⚠ Do not use this function for a file bigger than 80 MB!

2. Insert the USB device
3. Press the button of the printer panel.
4. Choose « USB » on « Type de travail ».
5. Select your PDF file
⚠ If your PDF was generated from a Mac, choose the file without a dot "." before the name.
6. Press on PARAMETRES

7. Choose the desired print options and press on IMPRIMER. WATCH OUT: Paper size only in A4 and A3. Otherwise, the document won't be printed.

8. To disconnect, press the button and press « Oui ».

Copy

2. Press the button of the printer panel.
3. Choose the options that you wish.

4. Press START
5. To disconnect, press the button and press « Oui ».

Scan

2. Press the button of the printer panel.
3. Select the destination as wished (e-mail or usb), and configure it.

4. Press START
5. To disconnect, press the button and press « Oui ».