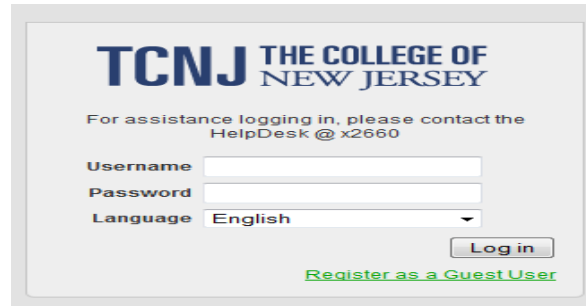


PRINT SENSE WEB PRINT DIRECTIONS

SUBMITTING THE PRINT JOB FROM YOUR LAPTOP

Log into Print Sense Web Printing (<http://printsense.tcnj.edu/user>) using your TCNJ Username and Password (credentials).



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For assistance logging in, please contact the HelpDesk @ x2660

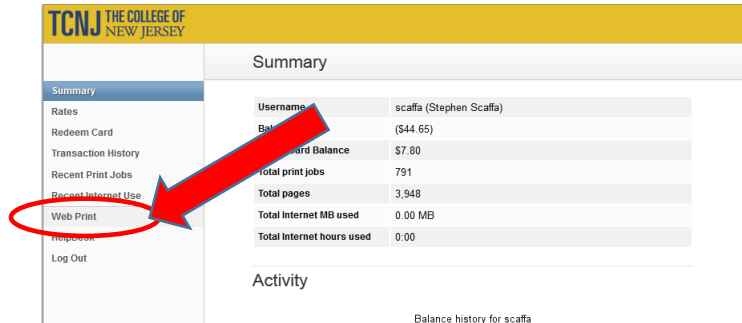
Username

Password

Language

[Register as a Guest User](#)

Click “Web Print” from the menu on the left.



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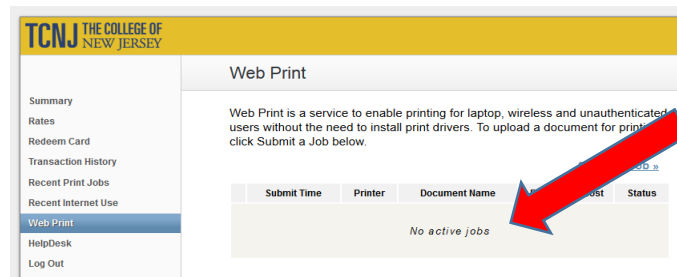
Summary

Username	scaffa (Stephen Scaffa)
Balance	(\$44.65)
Card Balance	\$7.80
Total print jobs	791
Total pages	3,948
Total Internet MB used	0.00 MB
Total Internet hours used	0.00

Activity

Balance history for scaffa

Click “Submit a Job”



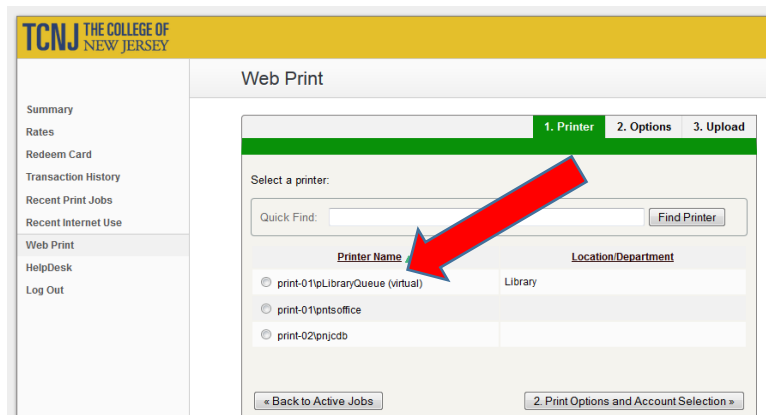
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Web Print

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	Print	Status
No active jobs				

Select Printer Name “print-01\pLibraryQueue (virtual)”



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Web Print

1. Printer 2. Options 3. Upload

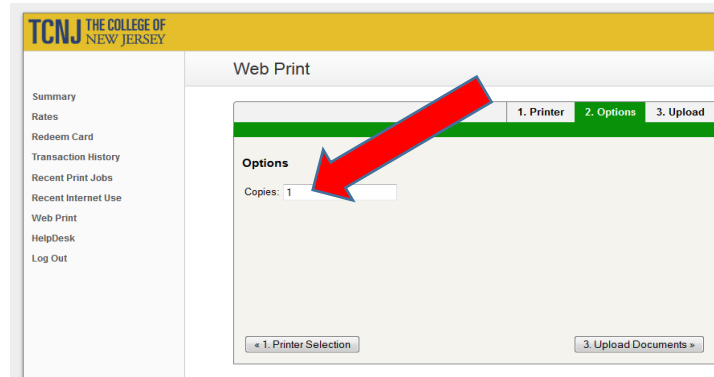
Select a printer:

Quick Find:

Printer Name	Location/Department
<input type="radio"/> print-01\pLibraryQueue (virtual)	Library
<input type="radio"/> print-01\pntsoffice	
<input type="radio"/> print-02\pnjcdcb	

Select “2. Print Options and Account Selection”

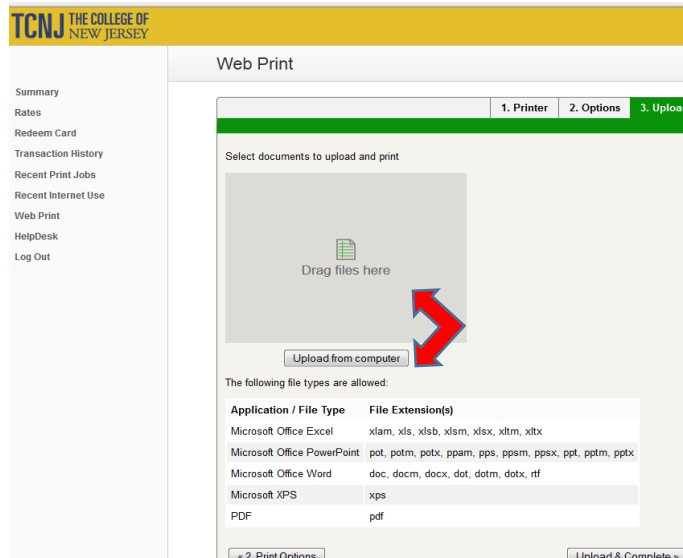
Enter the number of copies.



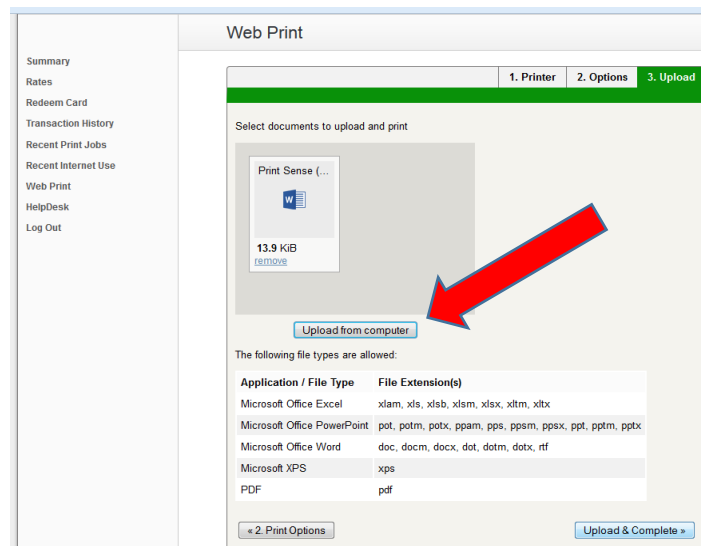
Select “3. Upload Documents”

Select “Upload from Computer” or drag the file to the designated area on the screen.

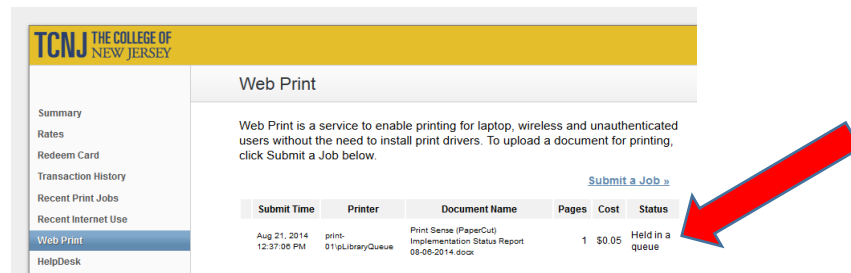
(** Note the file types supported are indicated on this screen.)



Select “Upload & Complete”



Web Print will process the print job, showing a status of “Submitting”, then, “Rendering job” and finally, the number of pages, cost and “Held in a queue” when the job is fully uploaded.



The screenshot shows the TCNJ Web Print interface. On the left is a navigation menu with options: Summary, Rates, Redeem Card, Transaction History, Recent Print Jobs, Recent Internet Use, Web Print (highlighted), and HelpDesk. The main content area is titled "Web Print" and contains a description: "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." Below this is a "Submit a Job" button. A table displays a print job:

Submit Time	Printer	Document Name	Pages	Cost	Status
Aug 21, 2014 12:37:00 PM	print- 01:pLibraryQueue	Print Sense (PaperCut) Implementation Status Report 08-06-2014.docx	1	\$0.05	Held in a queue

A red arrow points to the "Held in a queue" status in the table.

Select “Log Out” to exit Print Sense Web Printing. Go to any printer in the library to get your printout.

RELEASING THE PRINT JOB AT A LIBRARY PRINTER

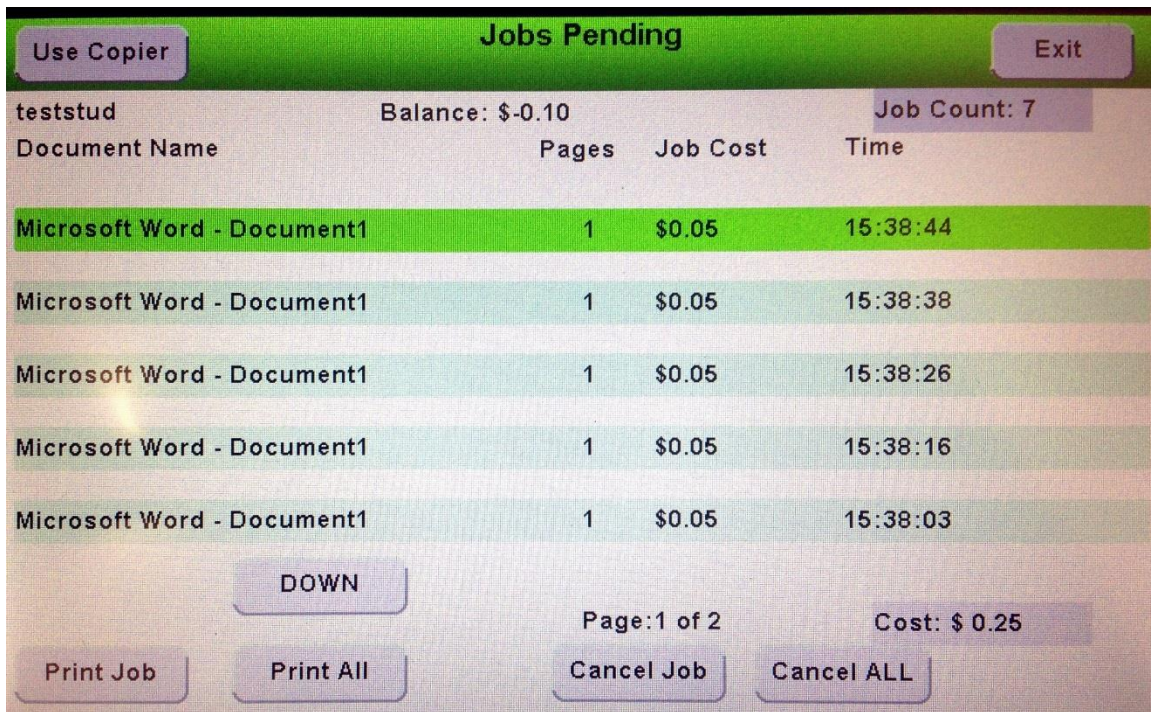
To release your print job, swipe your TCNJ ID Card or enter your TCNJ Username and Password at any of the 15 Print Release Stations (NetZTouch pads) adjacent to printers in the Library.

Library Print Release Station (NetZTouch pads):



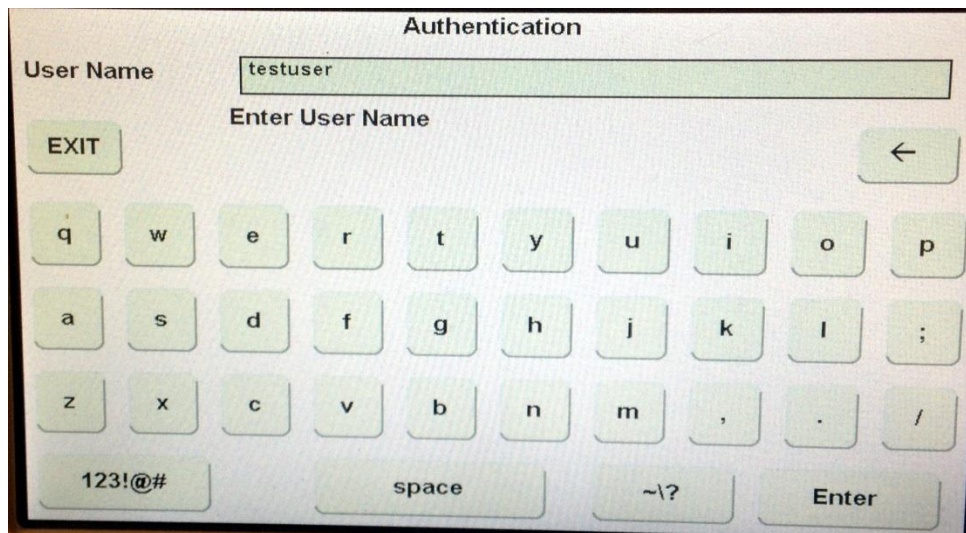
Your TCNJ ID information links you to your account and the NetZTouch will display the print job(s) you have pending in the pLibraryQueue.

On the touch panel screen, touch the document you want to print (it will turn bright green), then touch the button in the lower left that says Print Job. If you want to print and pay for all pending print jobs, touch Print All.



Once you are finished printing, touch **Exit** in the upper right.

If you do not have your TCNJ ID with you, you can still release your pending print jobs. Touch the button on the NEtZTouch that says Login. You will be presented with an on-screen keyboard (below). Type in your username and touch Enter (for ease of use, use all lower case for the username). Type in your password (case sensitive) and touch Enter.



Once you log in, releasing the pending print jobs is the same as in the instructions above.