

## Vendor/Visitor Printing Instructions

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There are two options for vendors/visitors to print while onsite at the Health Care Authority (HCA):

- Provide electronic files to your agency sponsor and ask them to print for you.
- Use HCA's Web Print system to print the following document types from HCA network printers (black and white only).

Document Type	File Format(s)
Adobe Reader 9	PDF
Microsoft Office Excel 2007	XLS, XLSX, etc.
Microsoft Office PowerPoint 2007	PPT, PPTX, etc.
Microsoft Office Word 2007	DOC, DOCX, etc.
Microsoft XPS Document Writer	XPS

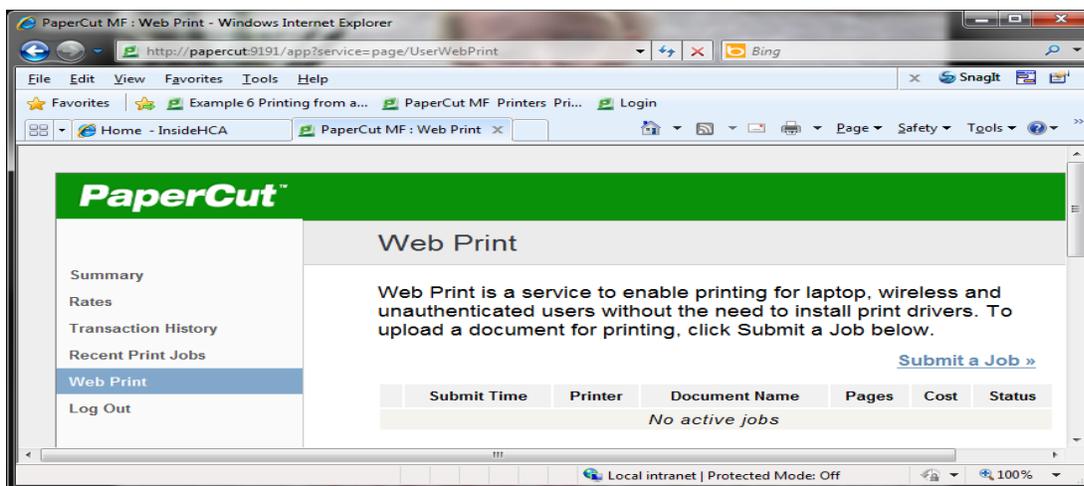
**Web Print Instructions:** The PaperCut Web Print system allows you to upload and print (the above listed document types) to HCA network printers from your wireless device without the need to install drivers.

1. Connect to the WA\_HCA wireless network and enter your vendor username and password listed on the insert in your vendor badge sleeve (issued by the front desk receptionist at sign-in).
2. Once successfully connect to WA\_HCA, open your browser to <http://papercut:9191/user> and log in using the same username and password.



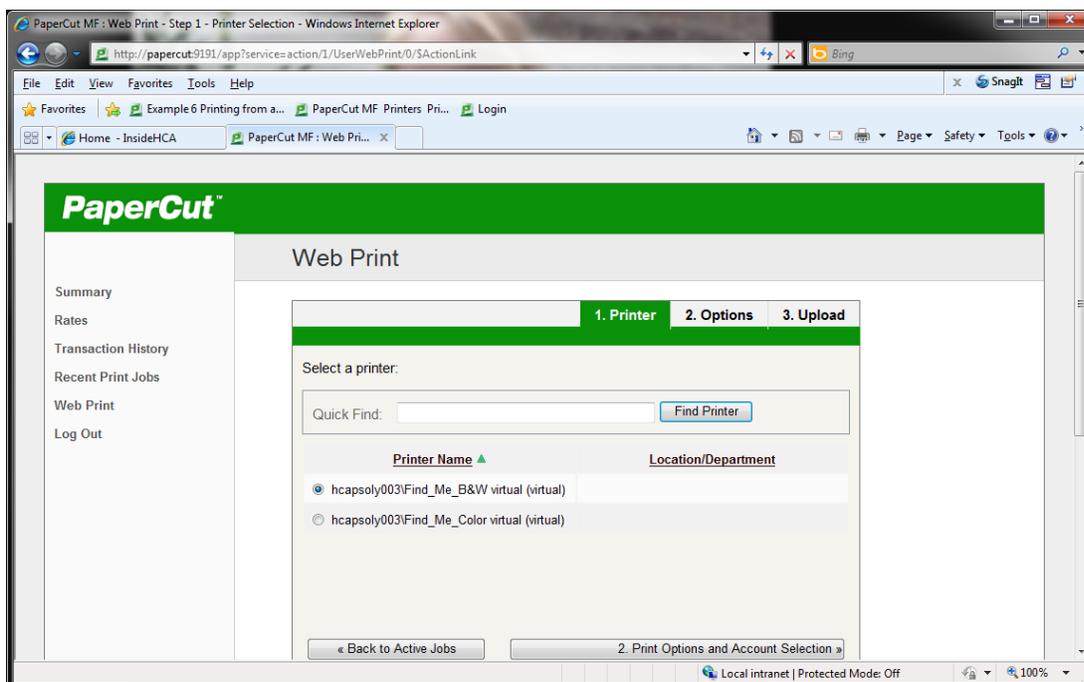
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3. Select the Web Print link in the navigation menu.



4. Click **Submit a Job** to start the Web Print wizard.

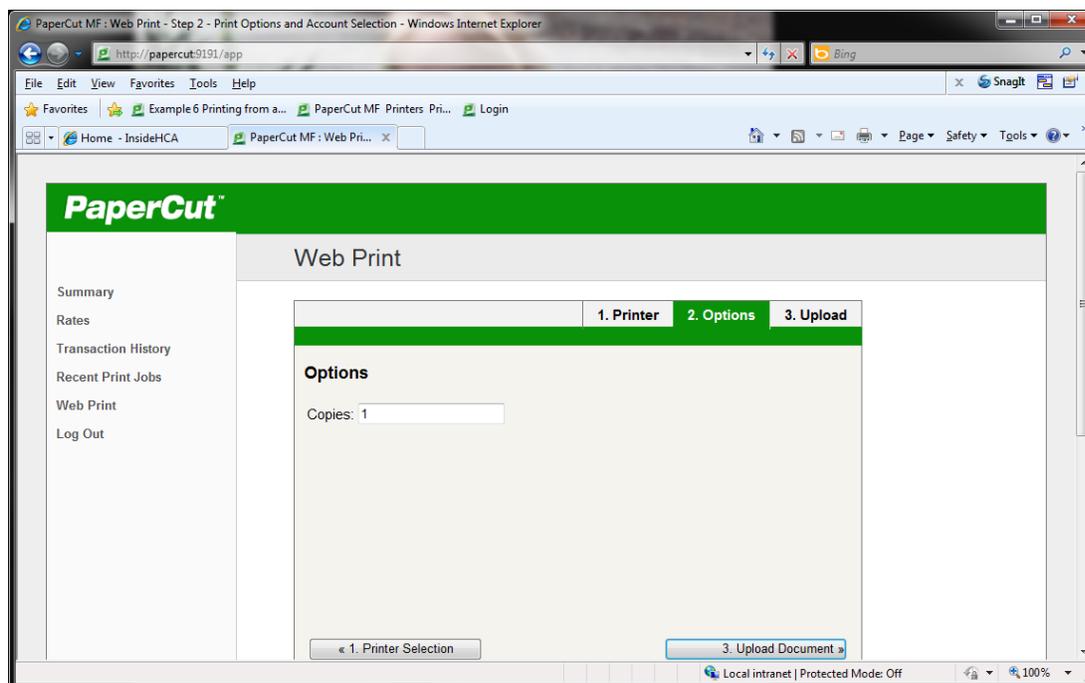
5. Next, under **Printer Name** select **Find\_Me\_B&W** virtual printer.



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- Next, click **Print Options** and **Account Selection**.

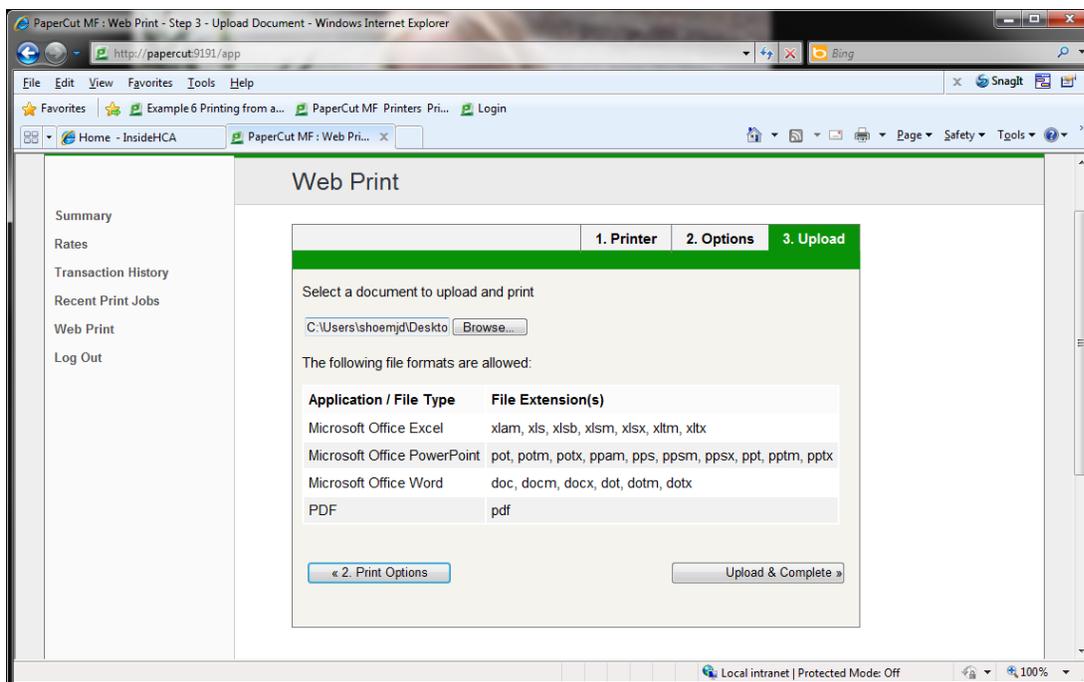


- Enter the number of copies to print.

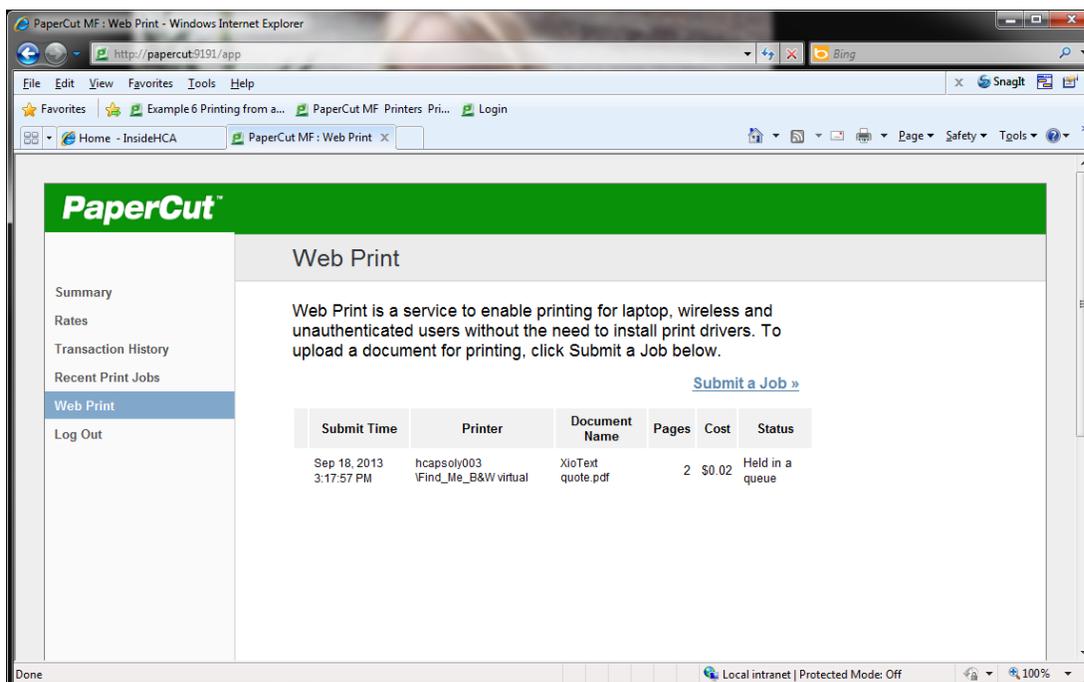
After selecting the print options and/or account selection settings, the final step in the Web Print wizard is to upload a document to print. This page lists the applications and associated file extensions that are supported.

- Next, click **Upload Document**.
- Click the **Browse** tab to choose a file you need to print.

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10. Next click **Upload & Complete.**



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When the document upload is complete you will return to the first Web Print page. The table displays the status of your print job. The status will change to indicate the progress of the job from rendering to printing. You may remain on this page to track the status of the job or close the browser. The job will not be affected.

### NOTES:

- The Multi-Function Device (MFD) selected in step 5 has print release enabled. Your job will be held until you release it by logging in to any of HCA's MFDs to print.
- You will need to manually log in to the MFD nearest you to retrieve your print jobs. (You will not swipe your vendor badge.)

At the control panel on the MFD:

1. Indicate login method by selecting the **Username and Password** button
2. Touch the blank field next to **UserName** to bring up the electronic keyboard and enter the Username provided on the insert located in the sleeve with your vendor badge.
3. Select **Ok**
4. Touch the blank field next to **Password** to bring up the electronic keyboard and enter the Password provided on the insert located in the sleeve with your vendor badge.
5. Select **Ok**
6. Select **Login**
7. Select **Select and Release Print Jobs**
8. Select document to print and select **Print**
9. Select **Ok**
10. Select **Logout**

If you have any issues printing, please ask your sponsor to contact the HCA Service Desk.