

# WEB PRINTING DIRECTIONS FROM THE PORTAL (Part 1)

- 1 Log into the portal.  
The Student Printing Link is on the left.  
Log into Papercut with your printing username & password.

PaperCutMF<sup>®</sup>

Summary

Username [redacted]  
Balance \$4,600  
Total print jobs 73  
Total pages 227

Activity

Balance history for crondeau

Day	Balance
21 Dec	\$16,000
28 Dec	\$16,000
4 Jan	\$16,000
11 Jan	\$10,000
18 Jan	\$4,000

- 2 Once in the Papercut Menu, click on Web Print. You can also add printing credits from this screen.  
Click on Submit a Job.

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
No active jobs					

- 3 Click a Printer.

Web Print

1. Printer 2. Options 3. Upload

Select a printer.

Quick Find:

Printer Name	Location/Department
labprinters/Library Main Lab	Library Computer Classroom
labprinters/PP013	Presidents Place room 013
labprinters/PP3rdFloorKiosk	3rd Floor Vending Kiosk
labprinters/PP3rdLounge	Presidents Place Lounge
labprinters/PP4thKiosk	Presidents Place Kiosk 4th Floor Vending
labprinters/PP503	Open Lab
labprinters/PPGardenKiosk	Presidents Place Garden Hall Kiosk
labprinters/PPLab411	Presidents Place Computer Lab - 411
labprinters/PPLab504	Presidents Place Computer Lab - 504

- 4 Then click: 2. Print Options and Account Selection»

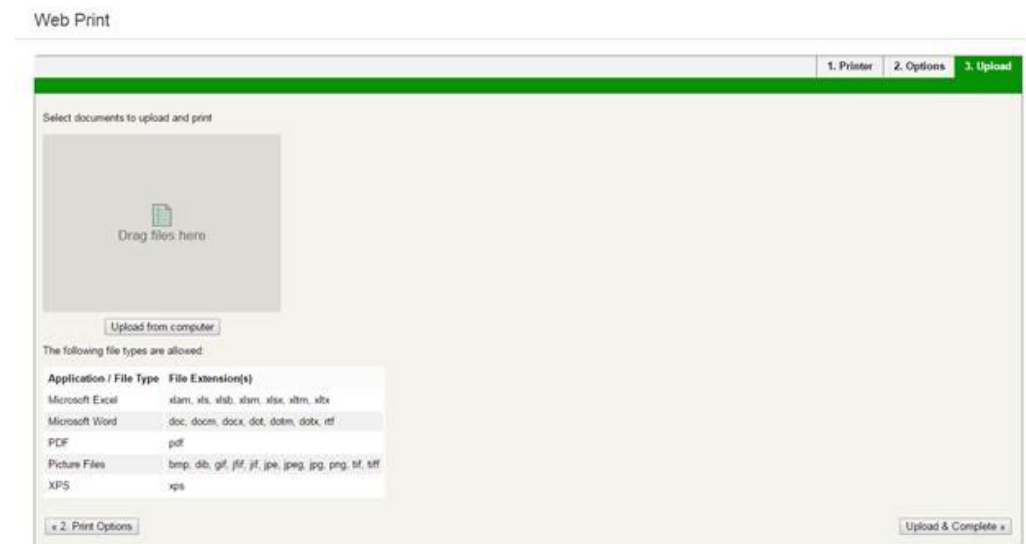
2. Print Options and Account Selection »

# WEB PRINTING DIRECTIONS FROM THE PORTAL (Part 2)

- 5** Type in the number of copies.  
Then click: **3. Upload Documents>>**



- 6** First ensure that your document type (Example PDF) is one of the approved types (Shown Below), then click: **Upload from computer** and select your document.  
Once the document is selected click: **Upload & Complete>>**



- 7** You should now see this screen:

## 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
Jan 20, 2017 4:54:09 PM	labprinters\PP3rdFloorKiosk	portal_spring.png	1	\$0.100	Finished: Queued for printing

**NOTE:** You receive 50 pages for printing each semester. You can add more money by clicking on **ADD CREDIT** on the papercut site or by visiting the Registrar's Office.

- 8** You can now retrieve your prints, which will be waiting for you on the printer.

