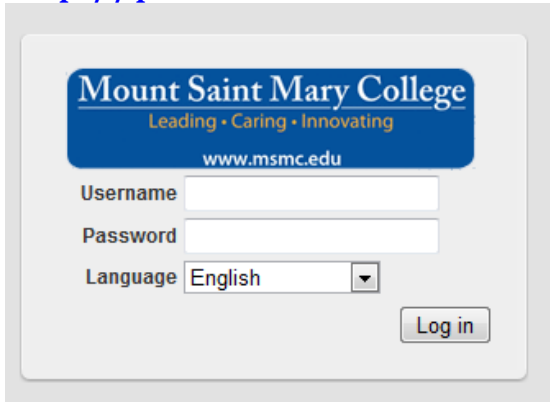


# Printing from a Student Laptop to a Library Printer

1) Log into the PaperCut web interface found at <http://printers.msmc.edu:9191/user/>



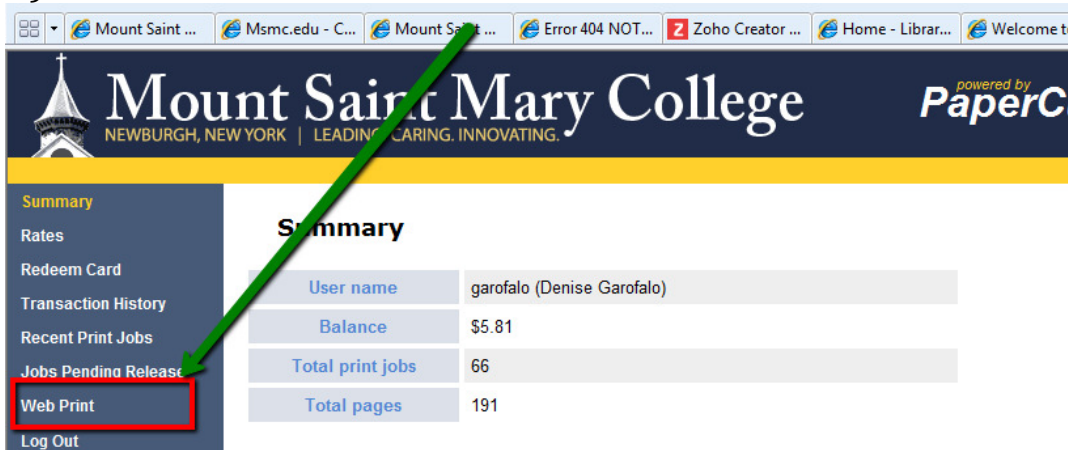
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www.msmc.edu

Username

Password

Language English

2) Look for the "Web Print" link on the left. Click on this link.



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Summary

Rates

Redeem Card

Transaction History

Recent Print Jobs

Jobs Pending Release

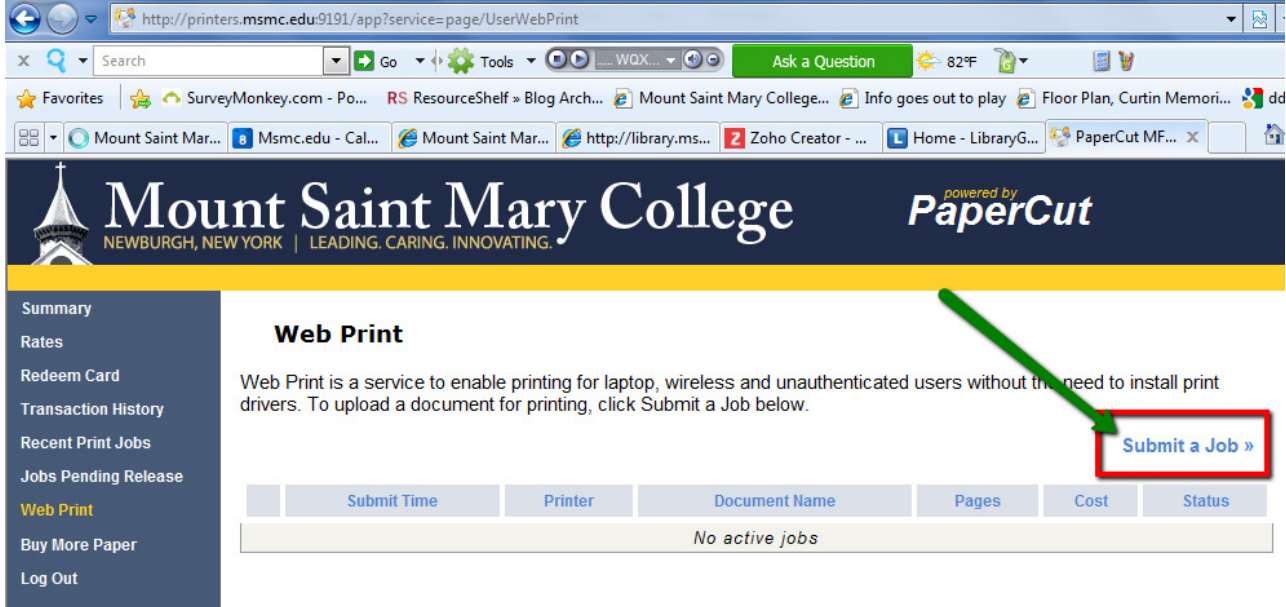
**Web Print**

Log Out

**Summary**

|                  |                            |
|------------------|----------------------------|
| User name        | garofalo (Denise Garofalo) |
| Balance          | \$5.81                     |
| Total print jobs | 66                         |
| Total pages      | 191                        |

3) Click on the Submit a job link.



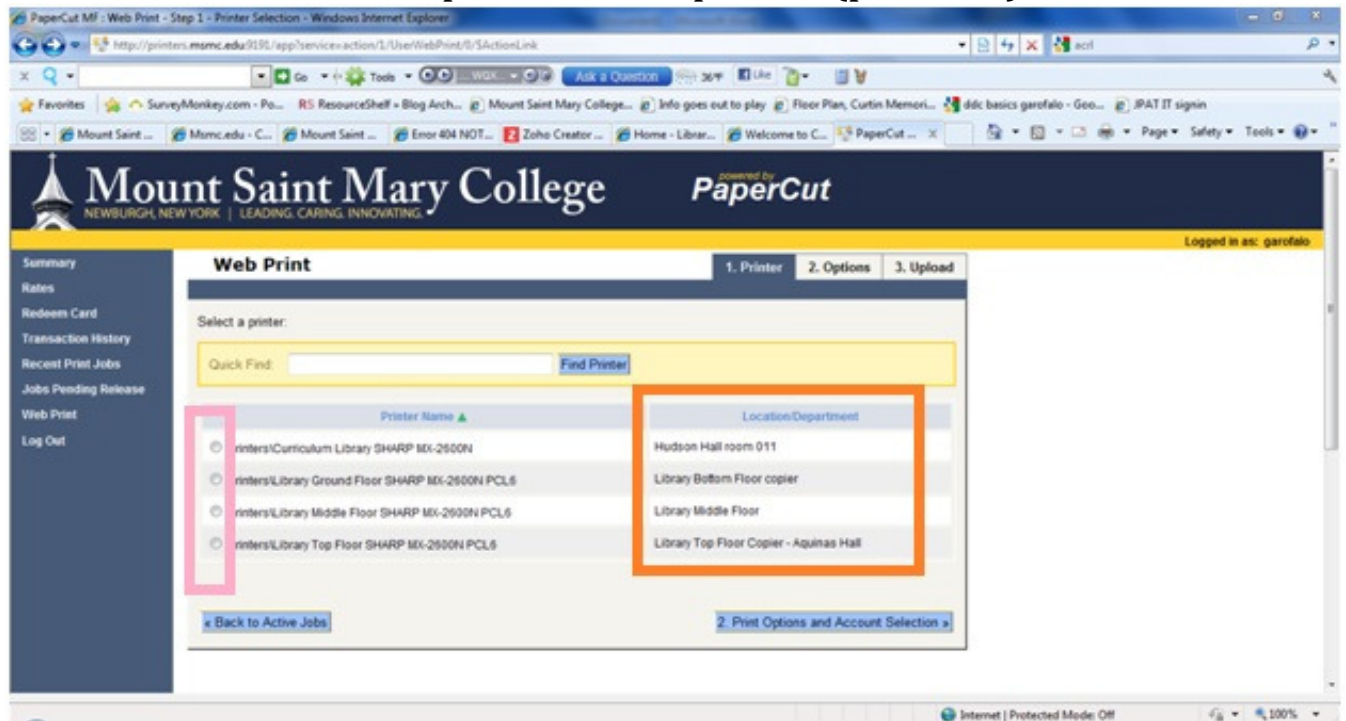
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**Web Print**

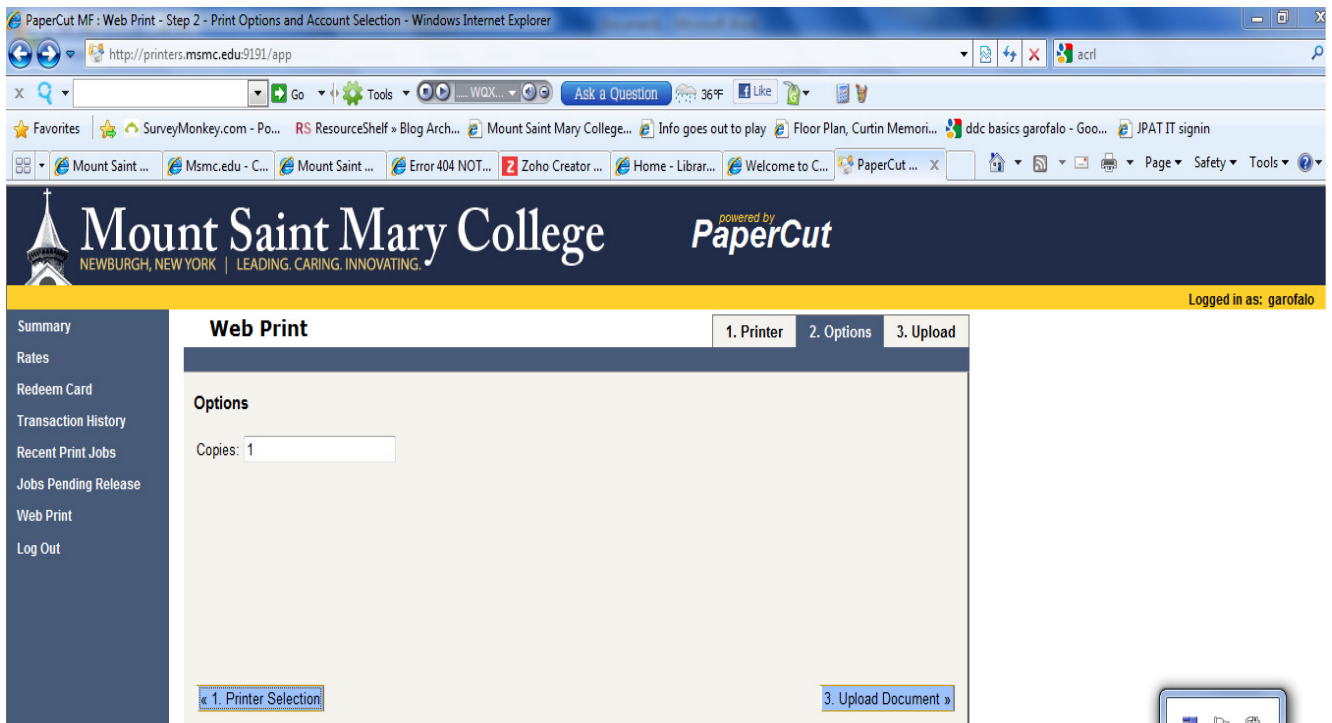
Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

| Submit Time    | Printer | Document Name | Pages | Cost | Status |
|----------------|---------|---------------|-------|------|--------|
| No active jobs |         |               |       |      |        |

4) Select the printer (the orange box) to print to by clicking on the radio button that corresponds to that printer (pink box).



5) Next indicate the number of copies you want printed of the document.



6) Next select the file you want to print and upload it so it can be printed.

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Summary  
Rates  
Redeem Card  
Transaction History  
Recent Print Jobs  
Jobs Pending Release  
Web Print  
Buy More Paper  
Log Out

### Web Print

1. Printer 2. Options 3. Upload

Select a document to upload and print

[Browse...](#)

The following file formats are allowed:

| Application / File Type     | File Extension(s)                                       |
|-----------------------------|---|
| Microsoft Office Excel      | xlam, xls, xlsx, xlsm, xlsx, xltm, xltx                 |
| Microsoft Office PowerPoint | pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx |
| Microsoft Office Word       | doc, docm, docx, dot, dotm, dotx                        |
| Microsoft XPS               | xps   |
| PDF                         | pdf   |

[« 2. Print Options](#) [Upload & Complete »](#)

7) Once the document is uploaded, it will print out to the printer you selected in step 3.

PaperCut MF: Web Print - Windows Internet Explorer

http://printers.msmc.edu/9191/app

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Logged in as: garfalo

### Web Print

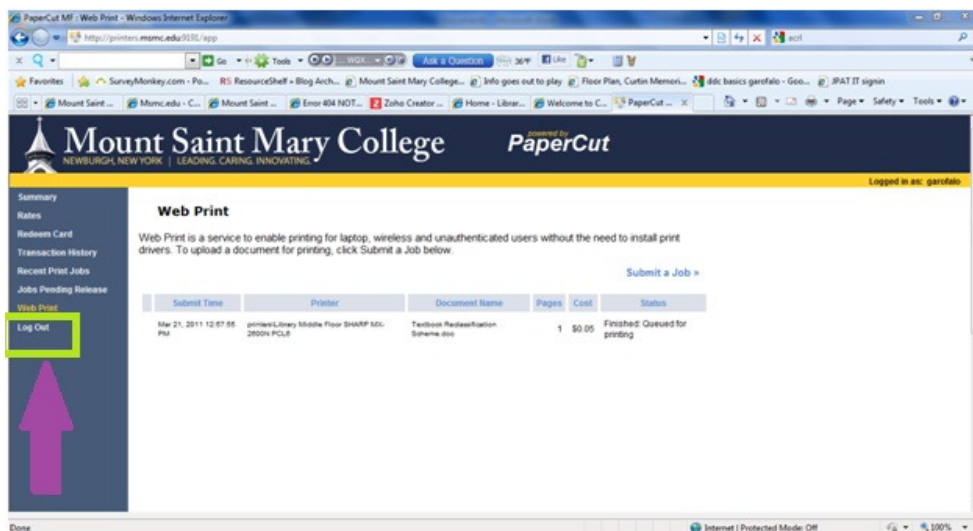
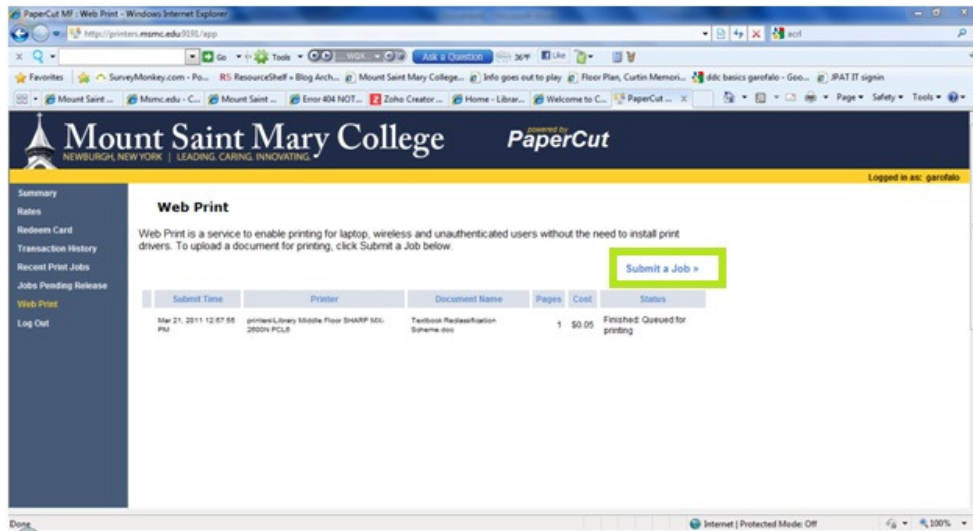
Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job »](#)

| Submit Time              | Printer   | Document Name                        | Pages | Cost   | Status                        |
|--------------------------|---|--------------------------------------|-------|--------|-------------------------------|
| Mar 21, 2011 12:57:55 PM | printers/Library Middle Floor SHARP MX-2600N PCL6 | Textbook Reclassification Scheme.doc | 1     | \$0.05 | Finished: Queued for printing |

Done Internet | Protected Mode: Off 100%

8) You can either submit another print job (green box) or logout (green box with purple arrow).



See the IT Short video that explains the process:

[http://helpdesk.msmc.edu/support/index.php?\\_m=knowledgebase&\\_a=viewarticle&kbarticleid=132](http://helpdesk.msmc.edu/support/index.php?_m=knowledgebase&_a=viewarticle&kbarticleid=132)

March 28, 2011, rev August 8, 2011