

PaperCut Web Printing Walkthrough



LACKAWANNA
COLLEGE

IT Support Department

Email: Support@Lackawanna.edu

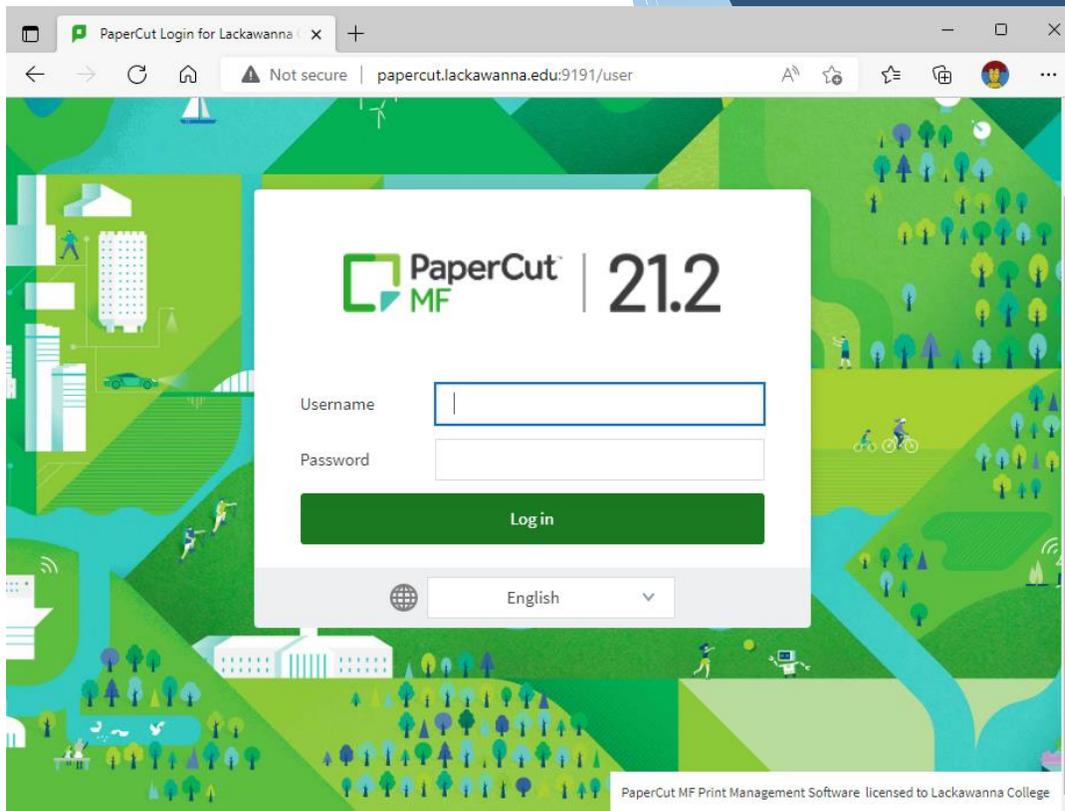
Phone: 570-955-1500



NOTE Make sure you are connected to the Lackawanna network

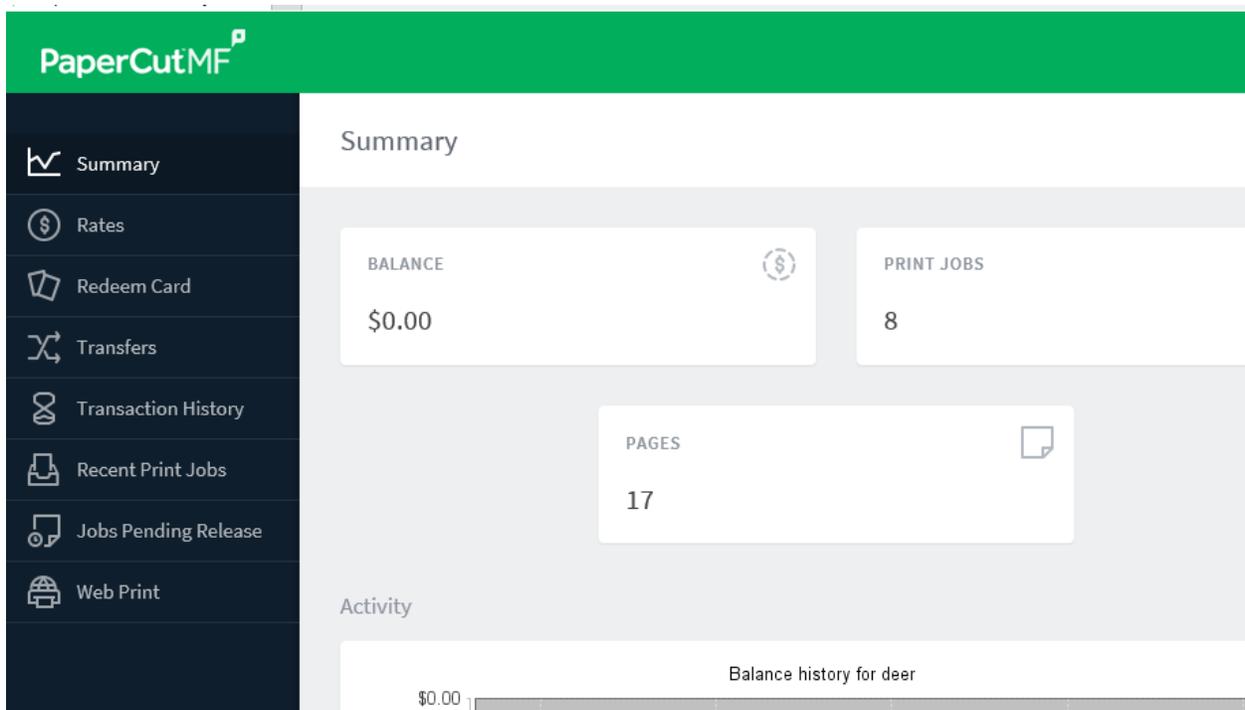
Open your web browser and type in the following address

<http://papercut.lackawanna.edu:9191/user>

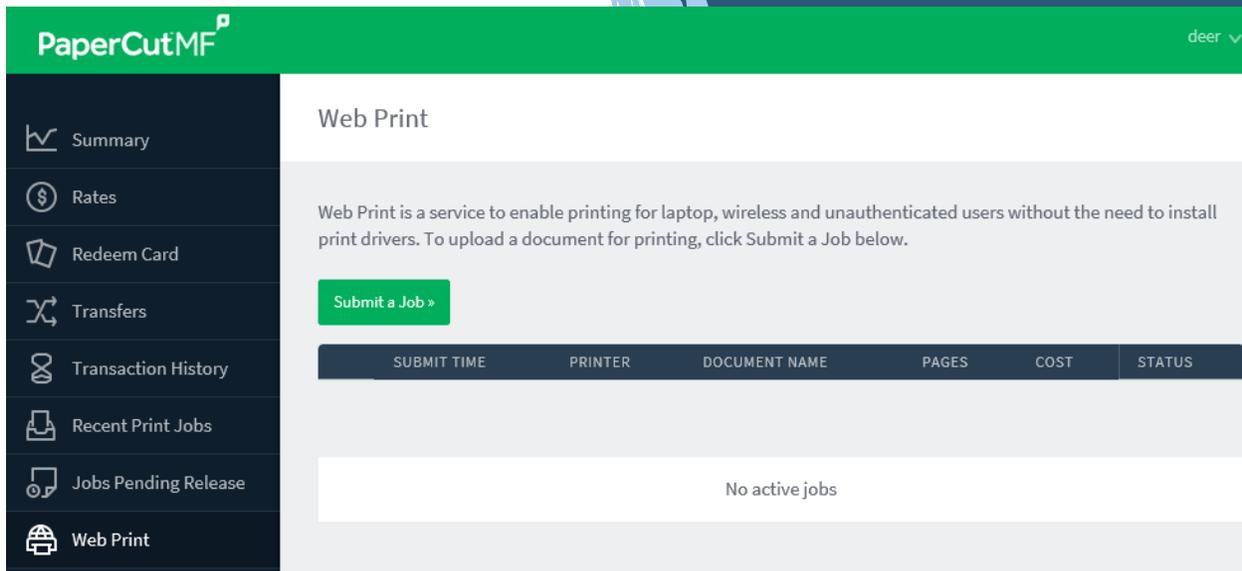


Log in with your Lackawanna College username and password

Once logged in on the left-hand menu select Web Print

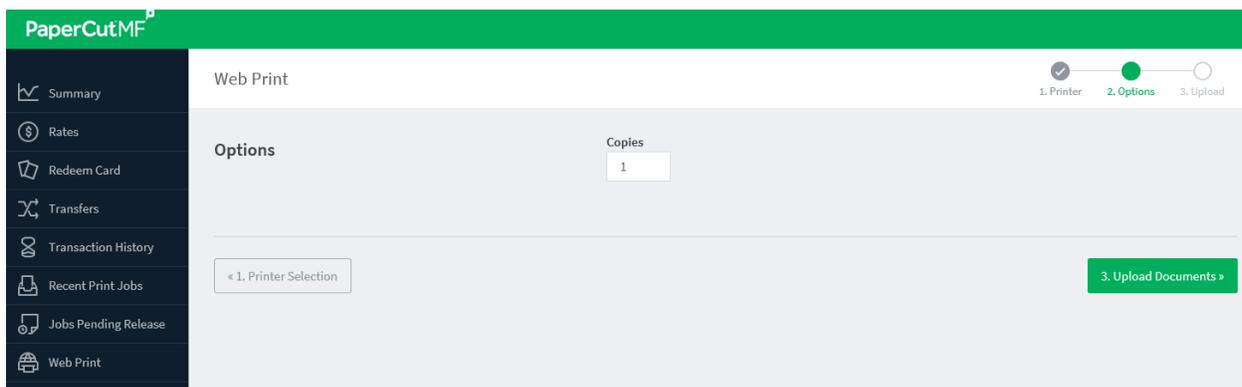


On the new menu please select the Submit a Job button



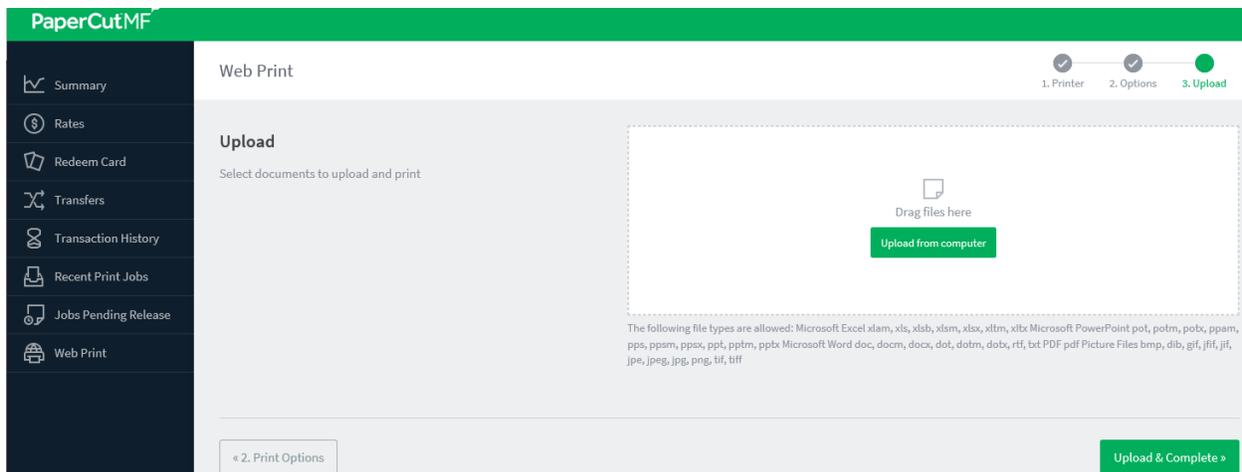
The screenshot shows the PaperCutMF Web Print interface. The top navigation bar is green with the PaperCutMF logo and a user profile icon labeled 'deer'. A dark sidebar on the left contains menu items: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, and Web Print. 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 the text is a green 'Submit a Job »' button. Underneath is a table with columns: SUBMIT TIME, PRINTER, DOCUMENT NAME, PAGES, COST, and STATUS. The table is currently empty, displaying 'No active jobs'.

On the next menu if you need to adjust the copies you need please adjust the number then select Upload Documents



The screenshot shows the 'Options' step of the PaperCutMF Web Print process. The top navigation bar is green with the PaperCutMF logo. The sidebar is the same as in the previous screenshot. The main content area is titled 'Web Print' and has a progress indicator at the top right showing three steps: 1. Printer (checked), 2. Options (active), and 3. Upload (unchecked). The 'Options' section features a 'Copies' input field with the value '1'. At the bottom left is a button labeled '« 1. Printer Selection' and at the bottom right is a green button labeled '3. Upload Documents »'.

On the Upload window please select the Upload from computer option



The screenshot shows the 'Upload' step of the PaperCutMF Web Print process. The top navigation bar is green with the PaperCutMF logo. The sidebar is the same as in the previous screenshots. The main content area is titled 'Web Print' and has a progress indicator at the top right showing three steps: 1. Printer (checked), 2. Options (checked), and 3. Upload (active). The 'Upload' section contains the text 'Select documents to upload and print' and a large dashed box with a document icon and the text 'Drag files here'. Below this is a green button labeled 'Upload from computer'. At the bottom left is a button labeled '« 2. Print Options' and at the bottom right is a green button labeled 'Upload & Complete »'. A small text block at the bottom of the dashed box lists allowed file types: 'The following file types are allowed: Microsoft Excel xlam, xls, xlsx, xlam, xltm, xltbx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppax, ppt, pptm, ppbx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jif, jif, jpe, jpeg, jpg, png, tiff, tiff'.

Select your files to print from your computer

