



TO: All Schools  
RE: Web Printing from PaperCut

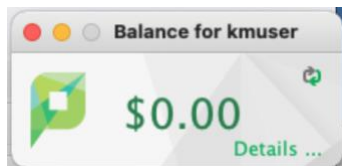
For Mac OS, Windows OS (laptop / desktop), iOS (iPad / iOS) and Android.

Did you know you can send a print job to the printer from the browser (FireFox, Safari...) as well as from the PaperCut Desktop Application? Here is how! This is important information for students, TTOCs, guests and others who may not be able to print to "Follow\_Me" print. (This replaces the old "Everyone\_Print")

1. Save the document when you are ready to print and know where to locate it.
2. Select the "Details" button on the Papercut application window to open and log in on the browser, or navigate to <http://mpc:9191/app>. Enter your 0365 credentials.
3. In the browser window, select "Web Print"
4. Follow the steps to:
  1. Submit a job
  2. Choose the number of copies you want (if more than "1")
  3. Upload or Drag and Drop the document from computer
  4. Upload and Complete
5. Job is then "Held in queue" Select when ready to send to printer
6. Go to printer to release as usual **OR**
7. Go to "Jobs Pending Release" to direct print to printer of your choice.
8. You can also Delete the job from this window

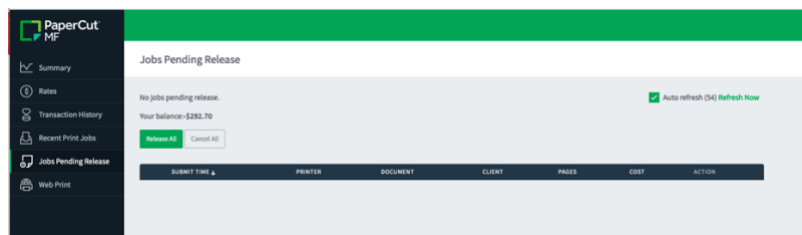


The screen shot version:



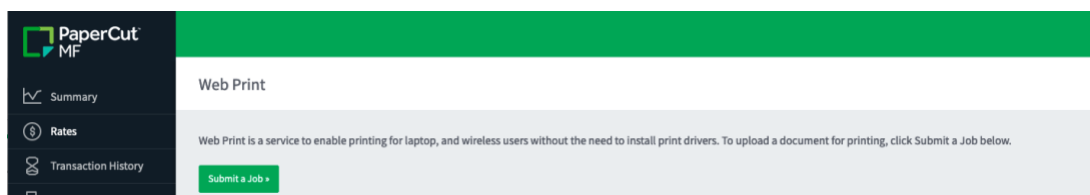
← Click "Details" to open the browser window

Log in to PaperCut using your 0365 credentials



Select "Web Print" ↻

Select "Submit a Job"



Select Number of copies and Upload

PaperCut

MF

Summary

Rates

Transaction History

Recent Print Jobs

Jobs Pending Release

Web Print

Web Print

1. Printer

2. Options

3. Upload

Options

Copies

1

< 1. Printer Selection

3. Upload Documents >

Select or drag and drop your file

The screenshot shows the 'Web Print' page in the PaperCut MF application. The left sidebar contains navigation links: Summary, Rates, Transaction History, Recent Print Jobs, Jobs Pending Release, and Web Print. The main area has a progress bar at the top with three steps: 1. Printer (active), 2. Options, and 3. Upload. Below the progress bar, the 'Upload' section prompts the user to 'Select documents to upload and print'. A large dashed box contains a cloud icon and the text 'Drag files here', with a green button labeled 'Upload from computer' below it. At the bottom of the dashed box, a list of supported file types is provided: Microsoft Excel (xls, xlsx), Word (doc, docx), PowerPoint (ppt, pptm), PDF (pdf), and various image formats (png, jpg, jpeg). At the very bottom of the interface, there are two buttons: '+ 2. Print Options' on the left and 'Upload & Complete +' on the right.

Send it to the queue



PaperCut

MF

Summary

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Web Print

Web Print is a service to enable printing for laptop, and wireless 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          |
|-------------------------|---------------|------------------------------------------|-------|--------|-----------------|
| Feb 28, 2022 9:30:28 AM | mpc\FOLLOW_ME | Screen Shot 2022-02-09 at 9:36:02 AM.png | 1     | \$0.05 | Held in a queue |

Direct print your document, if you like, or delete it here:

PaperCut MF
dca | 10:00 AM

### Jobs Pending Release

1 job pending release with cost \$0.05

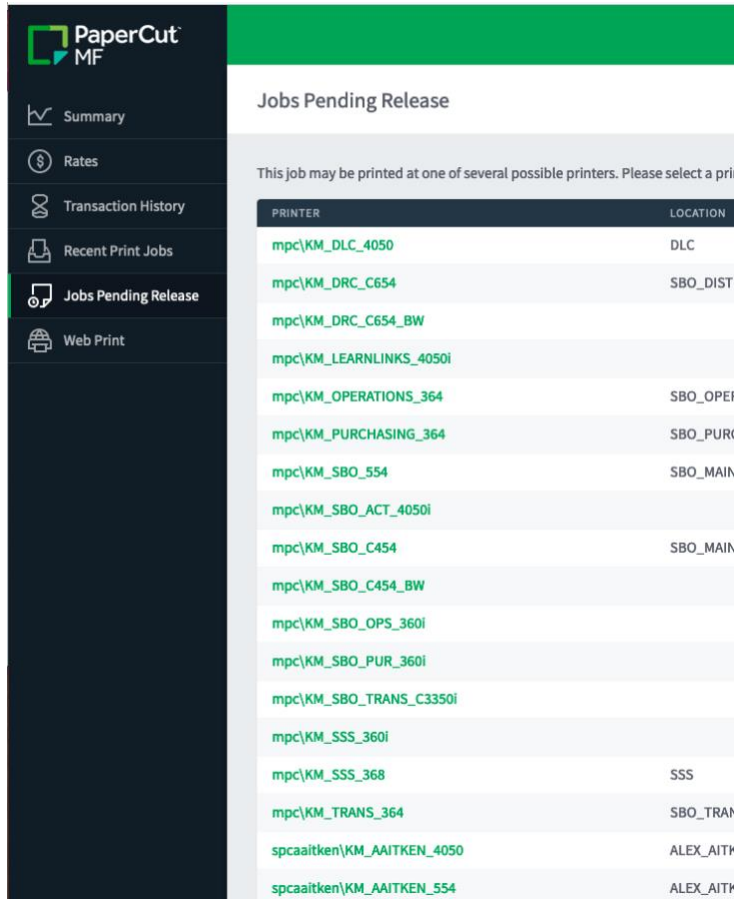
Your balance: \$292.70 ✔ Auto refresh (S4) Refresh Now

Release All
Cancel All

| Submit Time             | Printer         | Document                                 | Client    | Pages | Cost   | Action                                                           |
|-------------------------|-----------------|------------------------------------------|-----------|-------|--------|------------------------------------------------------------------|
| Feb 08, 2022 9:30:30 AM | mcp@FOLLOWS_MFE | Screen Shot 2022-02-08 at 9:30:32 AM.png | Web Print | 1     | \$0.05 | <span style="color: green;">[print]</span> <span>[cancel]</span> |

[Summary](#)
[Rates](#)
[Transaction History](#)
[Recent Print Jobs](#)
[Jobs Pending Release](#)
[Web Print](#)

Select your nearby printer to direct print:



| PRINTER                    | LOCATION  |
|----------------------------|-----------|
| mpc\KM_DLC_4050            | DLC       |
| mpc\KM_DRC_C654            | SBO_DIST  |
| mpc\KM_DRC_C654_BW         |           |
| mpc\KM_LEARNLINKS_4050i    |           |
| mpc\KM_OPERATIONS_364      | SBO_OPEI  |
| mpc\KM_PURCHASING_364      | SBO_PURC  |
| mpc\KM_SBO_554             | SBO_MAIN  |
| mpc\KM_SBO_ACT_4050i       |           |
| mpc\KM_SBO_C454            | SBO_MAIN  |
| mpc\KM_SBO_C454_BW         |           |
| mpc\KM_SBO_OPS_360i        |           |
| mpc\KM_SBO_PUR_360i        |           |
| mpc\KM_SBO_TRANS_C3350i    |           |
| mpc\KM_SSS_360i            |           |
| mpc\KM_SSS_368             | SSS       |
| mpc\KM_TRANS_364           | SBO_TRA   |
| spcaaitken\KM_AAITKEN_4050 | ALEX_AIT# |
| spcaaitken\KM_AAITKEN_554  | ALEX_AIT# |

**Notes:**

Web print is not currently available off site, but you can upload send print jobs from any school district site.

Your log in information is your 0365 credentials—NOT your employee number