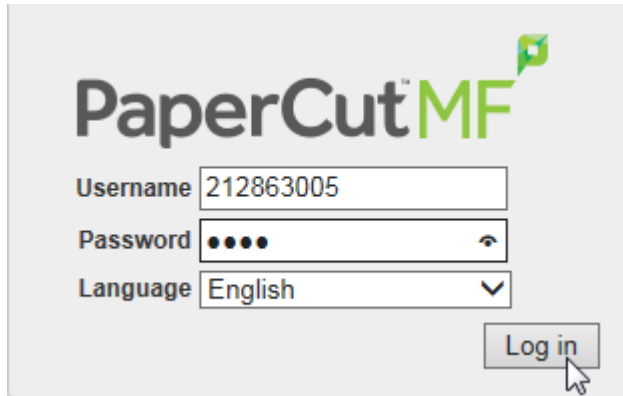


Printing from the Web

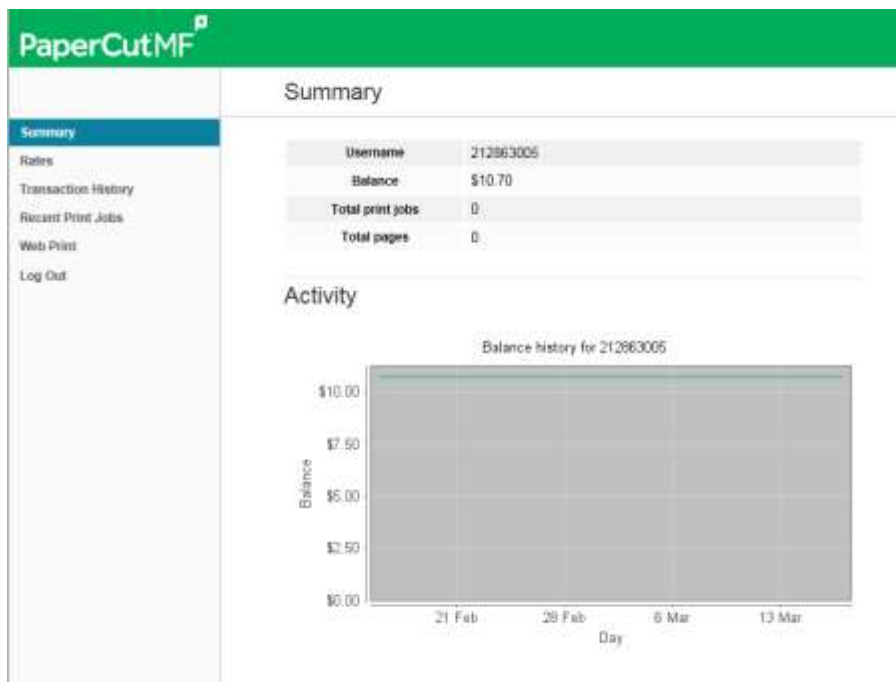
Open PaperCut and log in with a Username (library member number) and Password (PIN).



The login form for PaperCutMF includes the following fields and controls:

- Username:** A text input field containing the value "212863005".
- Password:** A text input field with four black dots representing masked characters and a small eye icon to the right for toggling visibility.
- Language:** A dropdown menu currently set to "English".
- Log in:** A button with a mouse cursor pointing to it.

A summary of the User's account displays.



Available options are -

- **Rates** - Our Library print charges
- **Transaction History** - supplies of report of previous transactions
- **Recent Print Jobs**
- **Web Print** – Submit documents for printing and queued print jobs
- **Log Out**

Web Printing

- Click “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					

- It's a simple 1, 2, 3 ...
 1. Choose Black & White or Colour Printer at your preferred library location

Web Print

1. Printer 2. Options 3. Upload

Select a printer:

Quick Find:

Printer Name	Location/Department
<input checked="" type="radio"/> @lzprr@Black & White - Public	Recessed
<input type="radio"/> @lzprr@Colour - Public	Recessed

2. Enter the number of copies to print

Web Print

1. Printer 2. Options 3. Upload

Options

Copies:

3. Upload – click “Upload Documents”

Papercut will only upload files of the formats listed in the image below and Image files must be inserted into one of the file types listed.

- Click “Browse”
- Navigate through the devices’ directory to locate and select the document for printing.



- Click “Upload & Complete”
- Web Print displays your print queue

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 17, 2016 2:55:57 PM	rlibprint\Black & White - Public	CBC Short List 2015.pdf	4	\$4.00	Held in a queue

NB : A successful job upload will show with a status of “Held in a Queue”

Collect Your Print Jobs

Print jobs are held for 24 hours only at your nominated library print station.

Take your library membership card with you to your nominated library to release the print job.