



## BYOD Web Print

This web print service allows student BYOD devices to print when connected to the college network.

1. Go to this web address <http://papercut/user>
2. Login with your college username and password

The image shows the PaperCut MF login interface. It includes a 'Username' text input field, a 'Password' text input field, and a 'Language' dropdown menu currently set to 'English'. A 'Log in' button is located at the bottom right of the form.

3. On the left side panel, click Web Print (this may be selected by default)

The image shows a vertical navigation menu with the following items: Summary, Redeem Card, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, Web Print (highlighted in blue), and Log Out.

4. On the right side, click Submit a job to start the Web Print wizard.

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					

5. Select the printer you want to print to. Pay attention to the location field.

1. Printer    2. Options    3. Upload

Select a printer:

Quick Find:

Printer Name ▲	Location/Department
<input type="radio"/> srdc01s1vmps\HP-FollowMe-B&W (virtual)	Any HP B&W
<input type="radio"/> srdc01s1vmps\HP-FollowMe-Colour (virtual)	Any HP Colour
<input type="radio"/> srdc01s1vmps\Kyocera-FollowMe-B&W (virtual)	Any Kyocera Copier B&W - Junior IT Lab, Art Room, TTC03, (STAFF: Library)
<input type="radio"/> srdc01s1vmps\Kyocera-FollowMe-Colour (virtual)	Any Kyocera Copier Colour - Junior IT Lab, Art Room, TTC03, (STAFF: Library)

« Back to Active Jobs

[2. Print Options and Account Selection »](#)



6. Enter how many copies you want printed.

1. Printer 2. Options 3. Upload

**Options**

Copies: 1

« 1. Printer Selection 3. Upload Documents »

7. Click *Upload from computer* and choose your document.  
The supported file types are listed on this page.

1. Printer 2. Options 3. Upload

Select documents to upload and print

Drag files here

Upload from computer

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xlsx, xltm, xltx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
Picture Files	bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff
XPS	xps

« 2. Print Options Upload & Complete »

8. Once the document is selected, click *Upload & Complete*.

9. Go to the printer. Either login or use your student ID card to release your document.