How to Print Using the Web Print Feature

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers.

- Go to http://studentprint.sdmesa.edu
- Enter your Username and Password
  - o Note: You must have a PaperCut Student account. To create an account, follow the "How to Create a New PaperCut Student Account" step-by-step guide.

- After logging in, click the "Web Print" link located at the bottom left of the screen
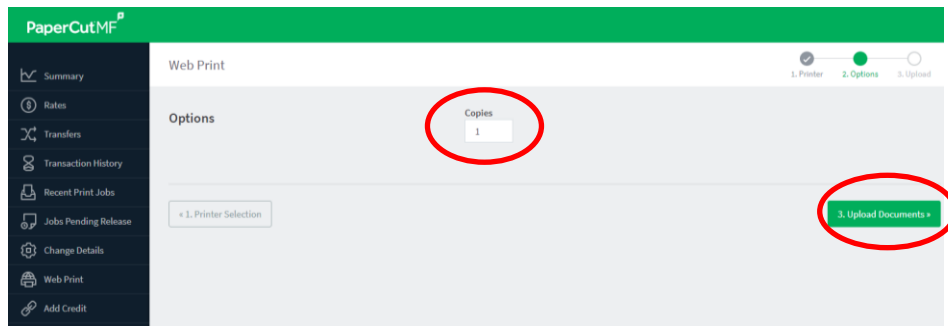
- In the "Web Print" window, click "Submit a Job"
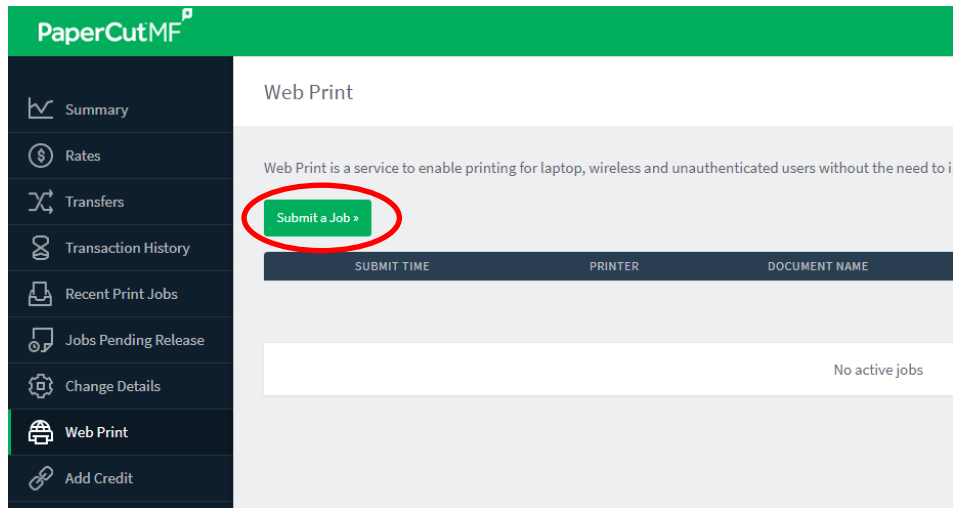
- In the "Options" window, enter the number of copies in the copies text box then click "Upload Documents"


- In the "Upload" window, you can upload your document(s) by using the "Drag file here" or the "Uplaod from computer" option:
    - Drag file here: Drag and drop you document(s) into the "Drag files here" area
    - Upload from computer: click "Upload from computer" then navigate to your saved documet. Select your document and click open
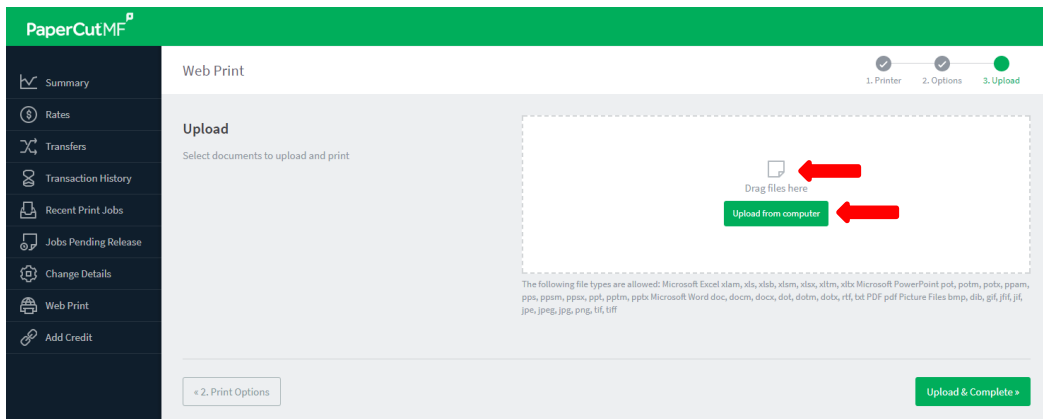
- Your uploaded document(s) will be displayed above the "Drag file here" area
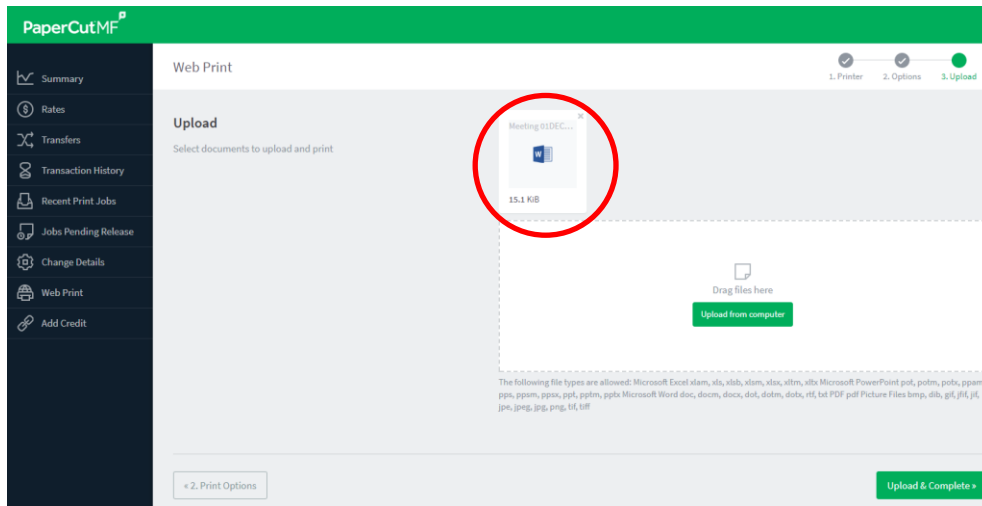
- Click "Upload and Complete"
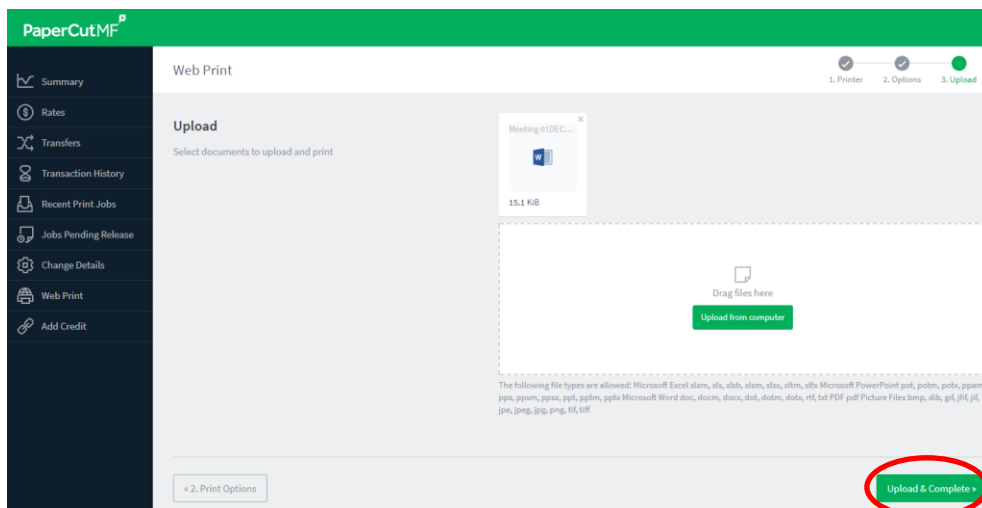
- Your print job is now ready for pick up at any print release station.