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
 - 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.

Pa	perCut MF			
Username			\rightarrow	CSID Number
Password			>	8 digit birthday
Language	English	~		(MMDDYYYY)
	Log in			
	Register as a New User			

• After logging in, click the "Web Print" link located at the bottom left of the screen

PaperCutMF	
✓ Summary	Add credit using PayPal
S Rates	Username
℃, Transfers	
S Transaction History	Current balance \$
Recent Print Jobs	Amount to add \$5.00
Jobs Pending Release	
Change Details	
Heb Print	Add value
Add Credit	

• In the "Web Print" window, click "Submit a Job"

PaperCutMF			
₩ Summary	Web Print		
(\$) Rates	Web Print is a service to enable printing	for laptop, wireless and unau	thenticated users without the need to in
┬ Transfers	Submit a Job »		
S Transaction History	SUBMIT TIME	PRINTER	DOCUMENT NAME
Recent Print Jobs			
Jobs Pending Release			
Change Details			No active jobs
Heb Print			
🔗 Add Credit			

• In the "Options" window, enter the number of copies in the copies text box then click "Upload Documents"

PaperCutMF			
Summary	Web Print		I. Printer 2. Options 3. Uptood
(\$) Rates	Options	Copies	
X. Transfers			
Transaction History			\frown
Jobs Pending Release	« 1. Printer Selection		3. Upload Documents »
Change Details			
骨 Web Print			

- 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

PaperCutMF		
₩ Summary	Web Print	2. Printer 2. Options 3. Upload
(§) Rates	Upload	
X Transfers	Select documents to upload and print	
Transaction History		Drag files here
Recent Print Jobs		Upload from computer
Jobs Pending Release		
Change Details		The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsm, xlsx, xltm, xlbx Microsoft PowerPoint pot, potm, pote, ppam,
Heb Print		pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, bt PDF pdf Picture Files bmp, dib, gif, jif, jpe, jpeg, jpg, png, tif, tiff
🔗 Add Credit		
	« 2. Print Options	Upload & Complete >

• Your uploaded document(s) will be displayed above the "Drag file here" area

PaperCutMF	
₩ Summary	Web Print 2. Options 3. Upinad
 Rates Transfers Transaction History Recent Print Jobs 	Upload Meeting SIDEC * Select documents to upload and print is1.168
Jobs Pending Release Jobs Pending Release Change Details Meb Print Add Credit	Drag files here Updaal from computer
G Add Crean	The following file types are allowed: Microsoft Excetsion, sits, statu, star, site, Microsoft PowerPoint poli, polin, polic, ppan, pps, ppan, pps, pp4, pp4, Microsoft Word doc, docm, docs, dot, dotm, dots, rft, tot PDF pdf Picture Files lump, dik, git, jit, jit pps, jpeg, pg, pd, bf, Ulf
	« 2. Print Options

• Click "Upload and Complete"

PaperCutMF		
₩ Summary	Web Print	ad
 Rates Transfers Transaction History Recent Print Jobs Jobs Pending Release Change Details 	Upload Select documents to upload and print Iss.1 K8	
 Andd Credit 	Drag files here Uptaaf files here Uptaaf files computer The following file types are allowed: Microsoft Exert stam, sta, stam, stam, stam, stam, stam data, got, potm, p	
	« 2. Print Options)

• Your print job is now ready for pick up at any print release station.

PaperCutMF						
🗠 Summary	Web Print					
③ Rates	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.					
X, Transfers	Submit a Job »					
Transaction History	SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Recent Print Jobs	Jan 9, 2018 7:41:16 AM	mevp4p01\P4P	Meeting 01DEC17.docx	1	\$0.10	Held in a queue
Jobs Pending Release						
Change Details						
🖨 Web Print						
🔗 Add Credit						