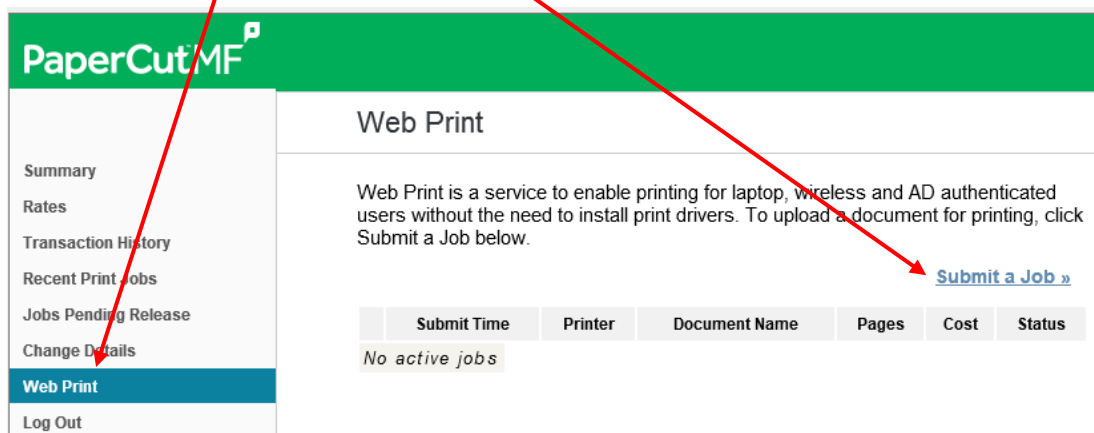


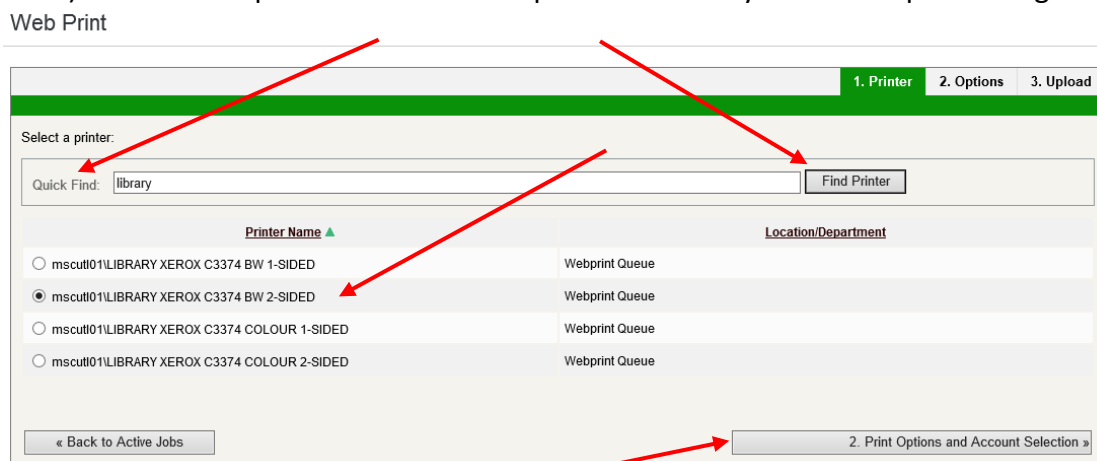
How to use Web Print On BYOD Laptops

Important: Web Print is only available when you are connected to the MSC-Wireless Wi-Fi network

1. Connect to the **MSC-Wireless** Wi-Fi network using your student username and password.
2. Open an Internet browser.
3. Type mscutl02:9191 in the address bar.
Tap **Go** or press **Enter**.
(If that doesn't work try <http://mscutl02:9191>)
4. Log into PaperCutMF using your school username and password.
5. From the **Web Print** menu select **Submit a Job »** link.



6. From the **1. Printer** tab, choose:
 - a) the location of the printer; type in the **Quick Find** input box the printer location and click on **Find Printer**
Printer Locations: Art, 600 G, 600 F, Library
 - b) click on the printer name and output format that you want to print to. Eg BW 2-SIDED



Click **2. Print Option and account selection »** button.

7. From the **2. Options** tab, enter the number of **copies** to be printed.

Web Print

Options

Copies:

« 1. Printer Selection

3. Upload Documents »

Click **3. Upload Documents »** button.

8. From the **3. Upload** tab, drag your document to the **Drag files here** box or click **Upload from computer** button and select the files you want to print.

Take note of the file types that are supported.

Web Print

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, xlsm, xlsx, xltm, xlsx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf, txt
PDF	pdf
Picture Files	bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff
XPS	xps

« 2. Print Options

Upload & Complete »

Click **Upload & Complete »** button.

9. When the Status of the job changes to **Finished Queued for printing** you should be able to collect your job from the selected printer.