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 Tab]

   **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 Upload Tab]

   **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.