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

**Please Note: Only PDF and Image files are accepted via Web Print. Double-Sided and Black & White Options are also not available.**

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With Web Print, users are authenticated when they log in to the PaperCut NG/MF.

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To Access your Papercut account (on campus access only), visit <http://papercut:9191/user>

1. Type in your username and password (Same as OneLogin)

PaperCut<sup>®</sup>  
MF | 19.2

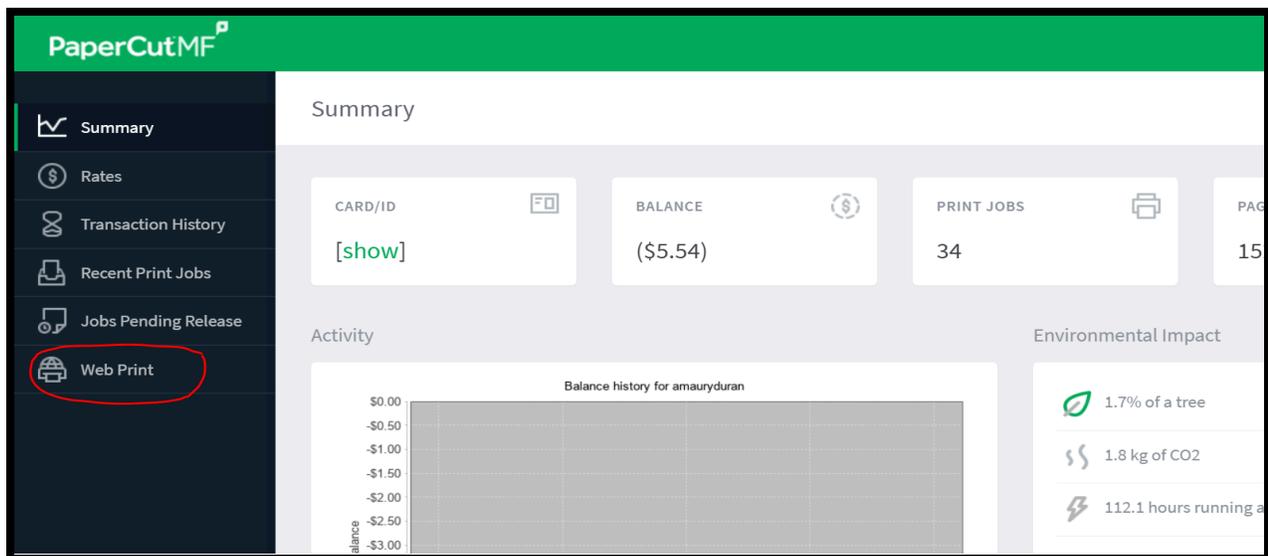
Username

Password

Log in

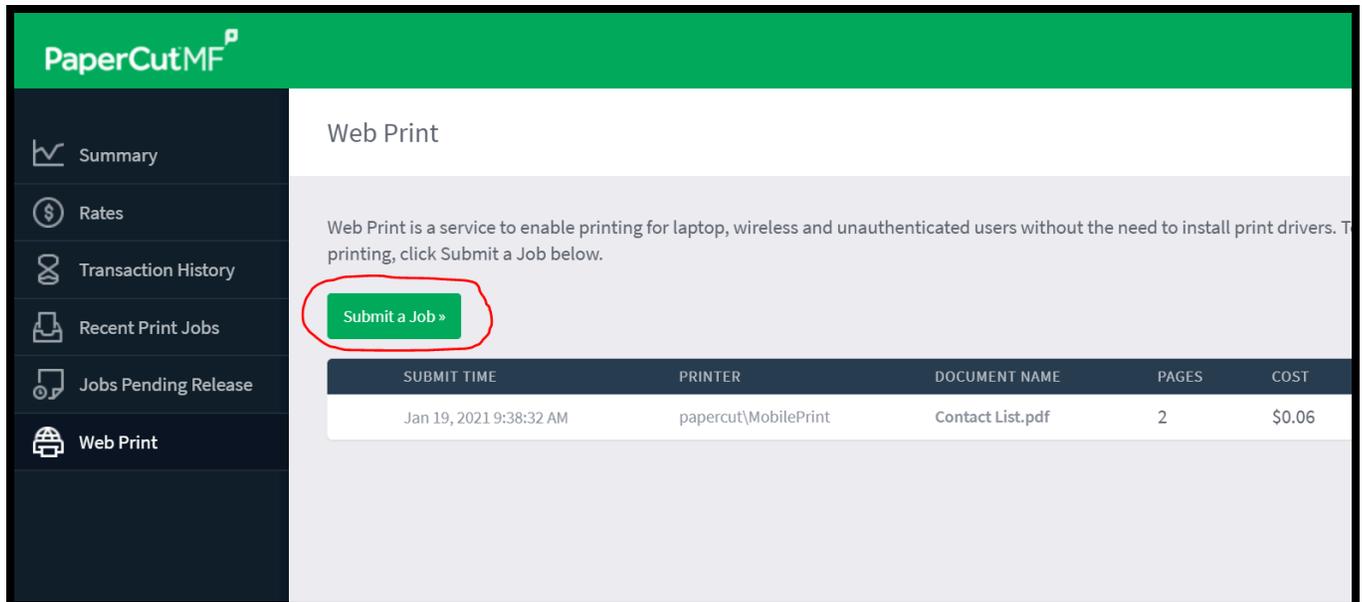
English

## 2. Click on **Web Print** from the side menu



The screenshot shows the PaperCutMF Summary page. The left sidebar contains a menu with the following items: Summary, Rates, Transaction History, Recent Print Jobs, Jobs Pending Release, and **Web Print** (circled in red). The main content area is titled "Summary" and includes several summary cards: CARD/ID with a [show] link, BALANCE of (\$5.54), PRINT JOBS of 34, and PAGES of 15. Below these are sections for Activity (Balance history for amauryduran) and Environmental Impact (1.7% of a tree, 1.8 kg of CO2, 112.1 hours running a printer).

## 3. Next, click on the **Submit a Job** button



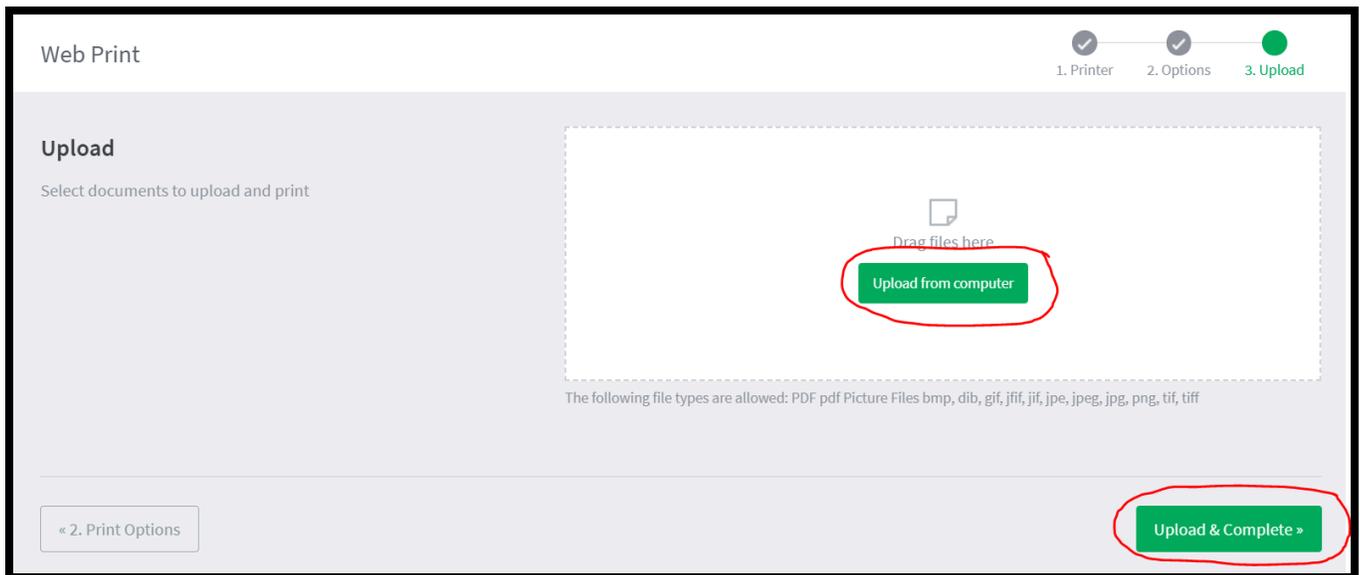
The screenshot shows the PaperCutMF Web Print page. The left sidebar contains a menu with the following items: Summary, Rates, Transaction History, Recent Print Jobs, Jobs Pending Release, and **Web Print** (circled in red). The main content area is titled "Web Print" and includes a description: "Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To start printing, click Submit a Job below." Below the description is a green button labeled "Submit a Job »" (circled in red). Below the button is a table with the following data:

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST
Jan 19, 2021 9:38:32 AM	papercut\MobilePrint	Contact List.pdf	2	\$0.06

4. Enter how many copies you'd like to print then click on the **Upload Documents** button on the bottom right-hand corner



5. Simply click on the **Upload from Computer Button**, navigate to the file you want to upload. Click the **Upload & Complete** button at the bottom of the screen when finished.



Upon completion, you will see a message at the top of the screen that reads **your document was successfully submitted**. See the table below to track its status.

 Your document was successfully submitted. See the table below to track its status.

### 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
 Jan 19, 2021 1:00:39 PM	papercut\mobileprint	Setting up your College-owned Windows computer.pdf			Submitting: Queued in position 1.

The last step is to walk over to the Ricoh printer of your choice, tap your card and your print jobs will be released!!

For more on web print, [visit the Papercut support website.](#)

If assistance is needed, please contact the Student Help Desk at 484-664-3566 or by sending e-mail to [helpdesk@muhlenberg.edu](mailto:helpdesk@muhlenberg.edu). Thank you.