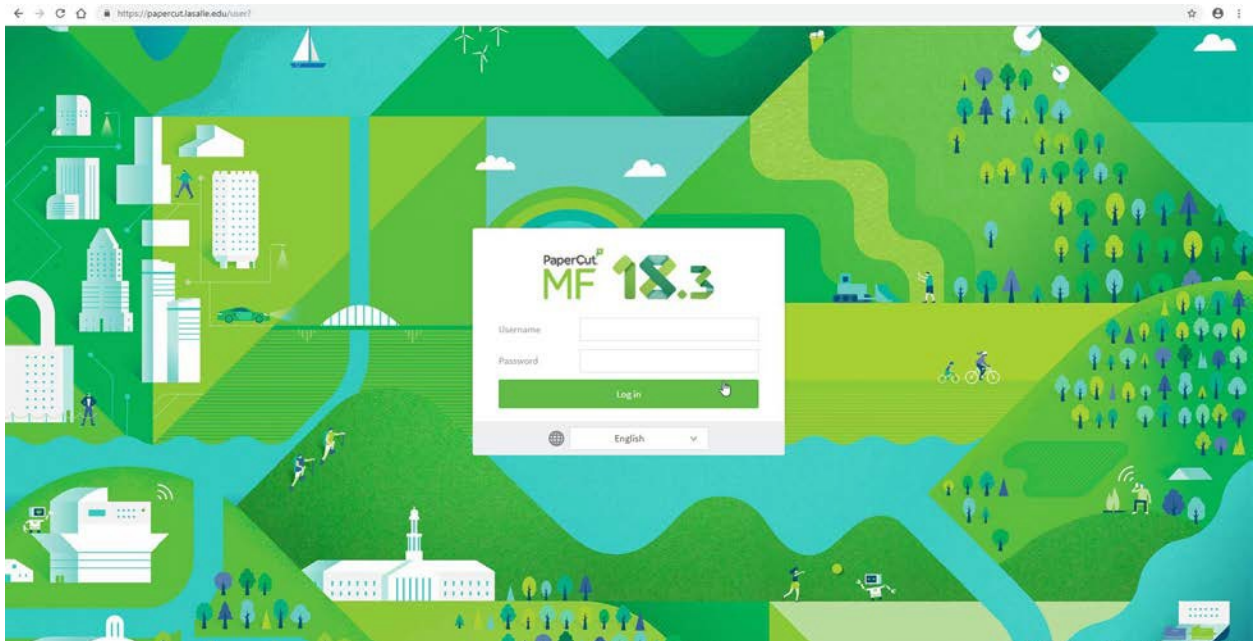
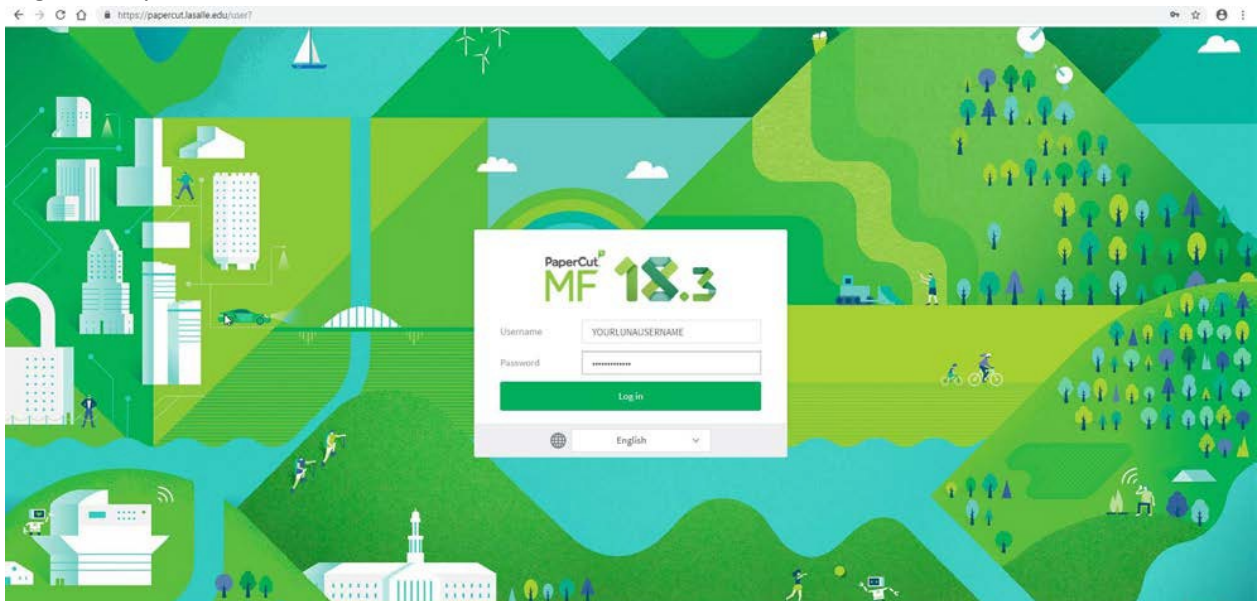


**Logging in to Papercut web interface:**

1. Open a web browser and go here: <https://papercut.lasalle.edu/>



2. Log in with your LUNA credentials:



3. View your PaperCut user account webpage:

The screenshot displays the PaperCutMF user account dashboard. The interface features a green header with the PaperCutMF logo and a dark sidebar with navigation options: Summary, Rates, Transaction History, Recent Print Jobs, Jobs Pending Release, and Web Print. The main content area is titled 'Summary' and includes three key metrics: BALANCE (\$29.60), PRINT JOBS (5), and PAGES (5). Below these are two sections: 'Activity' with a line graph titled 'Balance history for prestond' showing a balance of approximately \$29.60 from Feb 28 to Mar 10, and 'Environmental Impact' which states that the user's usage is equivalent to 0.11% of a tree, 63g of CO2, and 4.0 hours of a 60W light bulb. The dashboard is for the user 'preston' and is dated 'Since Feb 27, 2019'. At the bottom, it identifies the software as PaperCut MF 18.5.1 (Build 48432) and includes copyright information for PaperCut Software International Pty Ltd.

**PaperCutMF**

Summary

BALANCE \$29.60

PRINT JOBS 5

PAGES 5

Activity

Balance history for prestond

Environmental Impact

0.11% of a tree

63 g of CO2

4.0 hours running a 60W light bulb

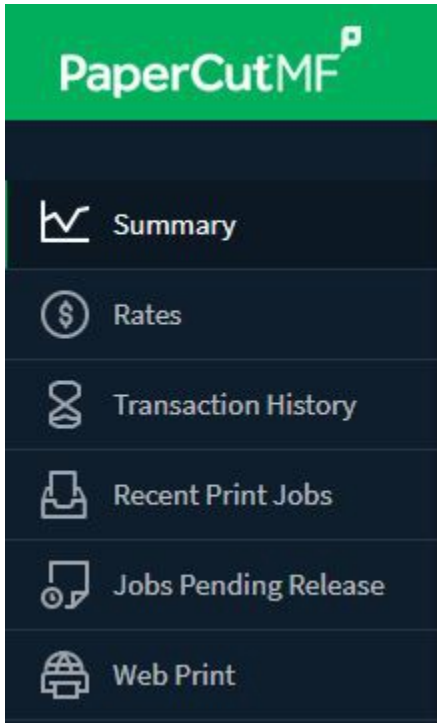
Since Feb 27, 2019

Environmental Dashboard

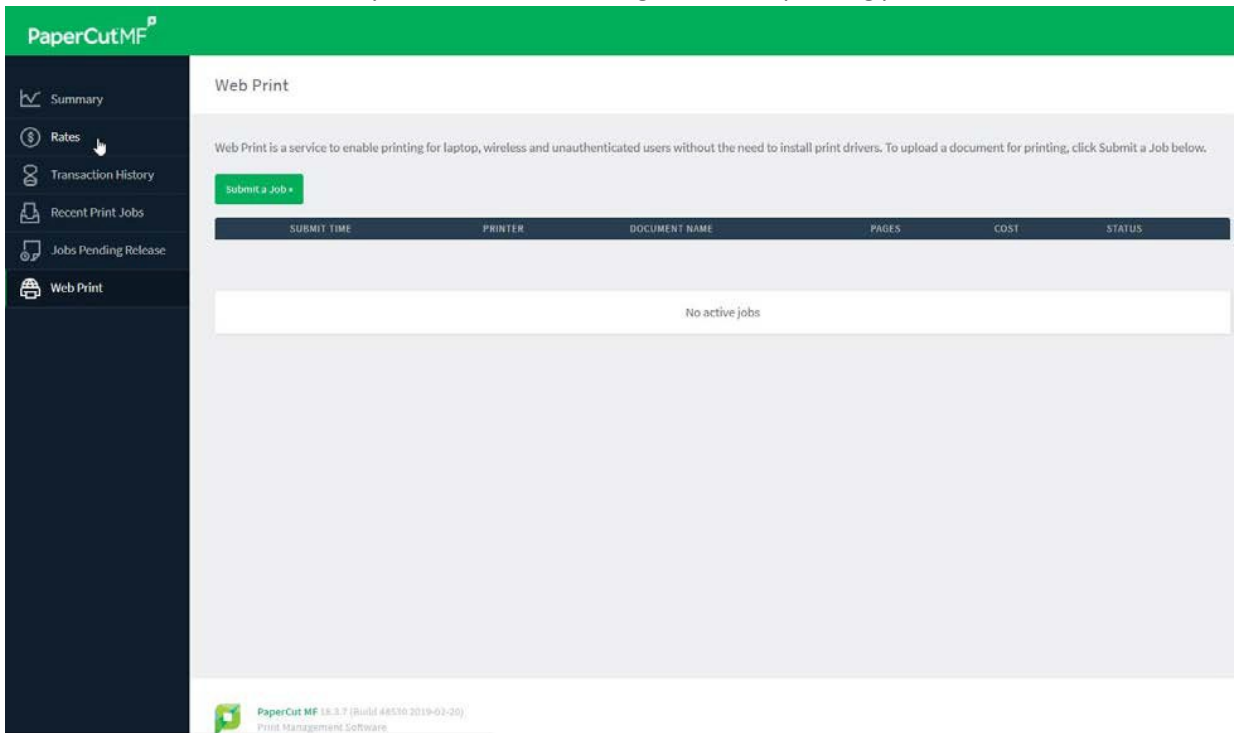
PaperCut MF 18.5.1 (Build 48432 2019-02-20)  
Print Management Software  
© Copyright 1999-2019, PaperCut Software International Pty Ltd. All rights reserved.

**Web Printing from the PaperCut web interface:**

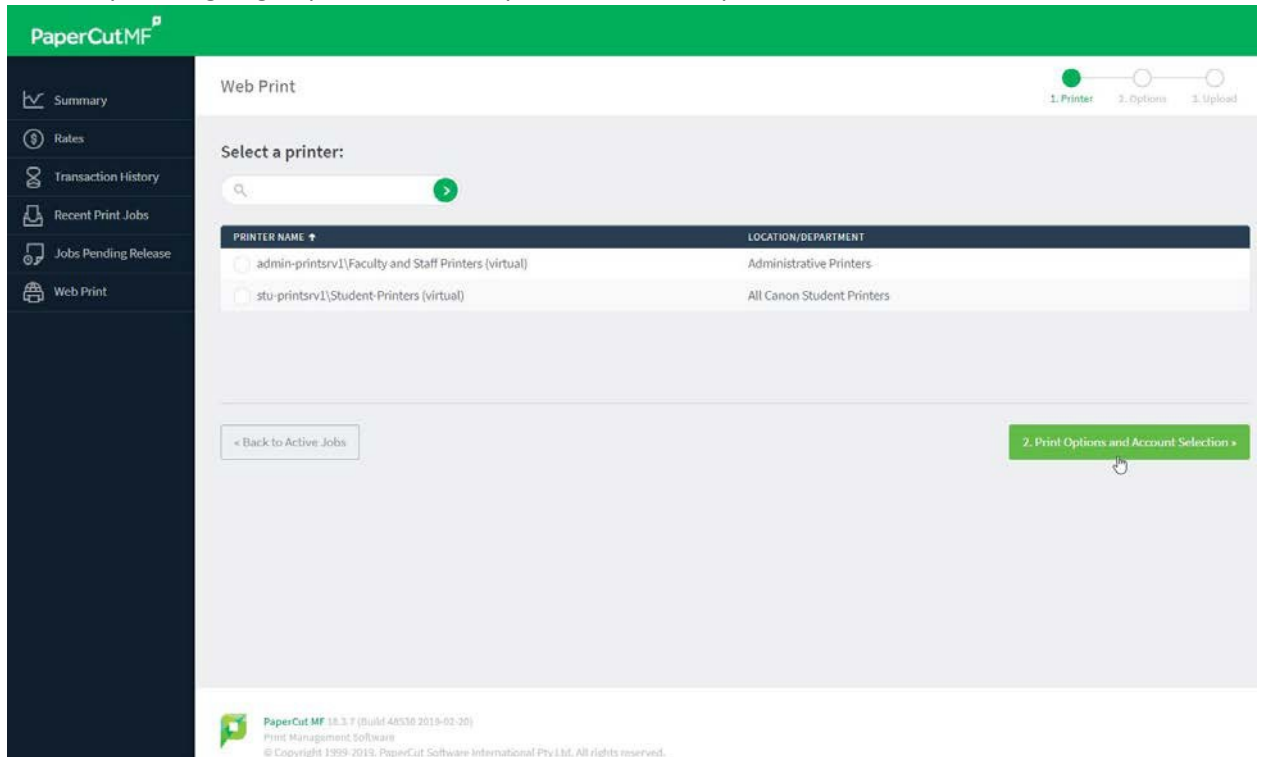
1. Click on where it says 'Web Print' from the list on the left:



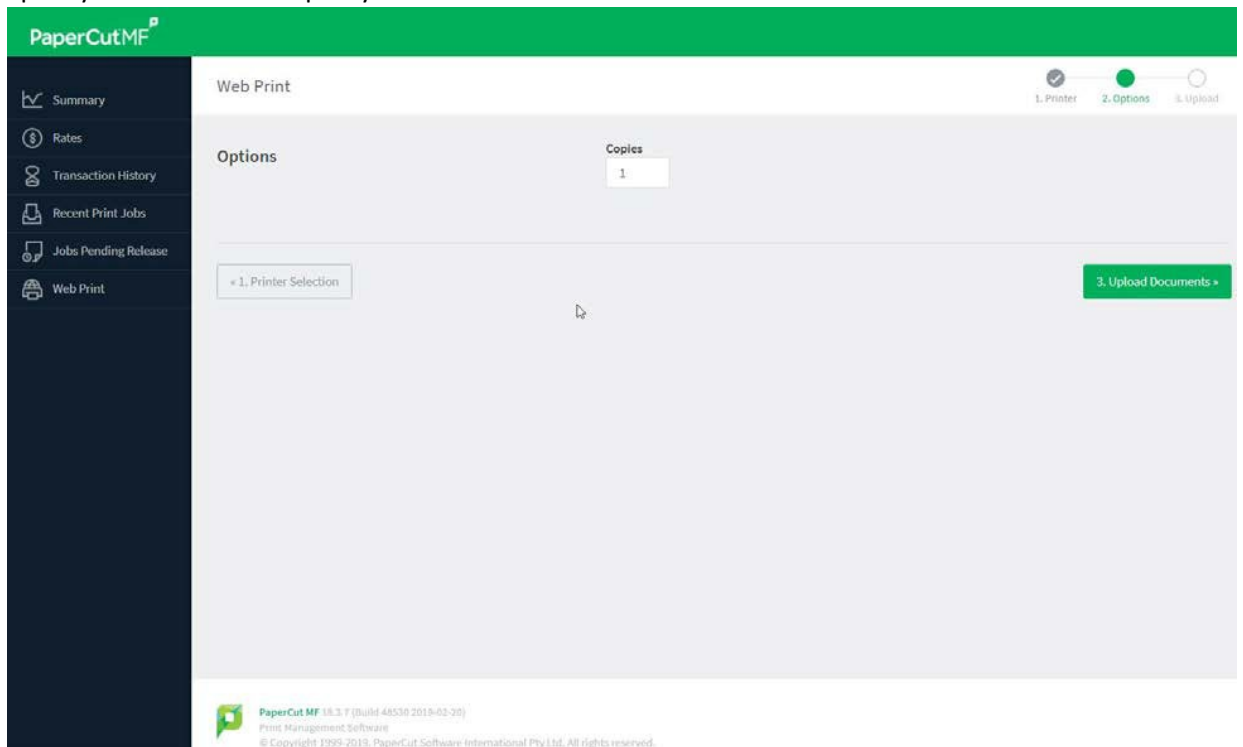
2. Click on the button where it says 'Submit a Job' to begin the web printing process:



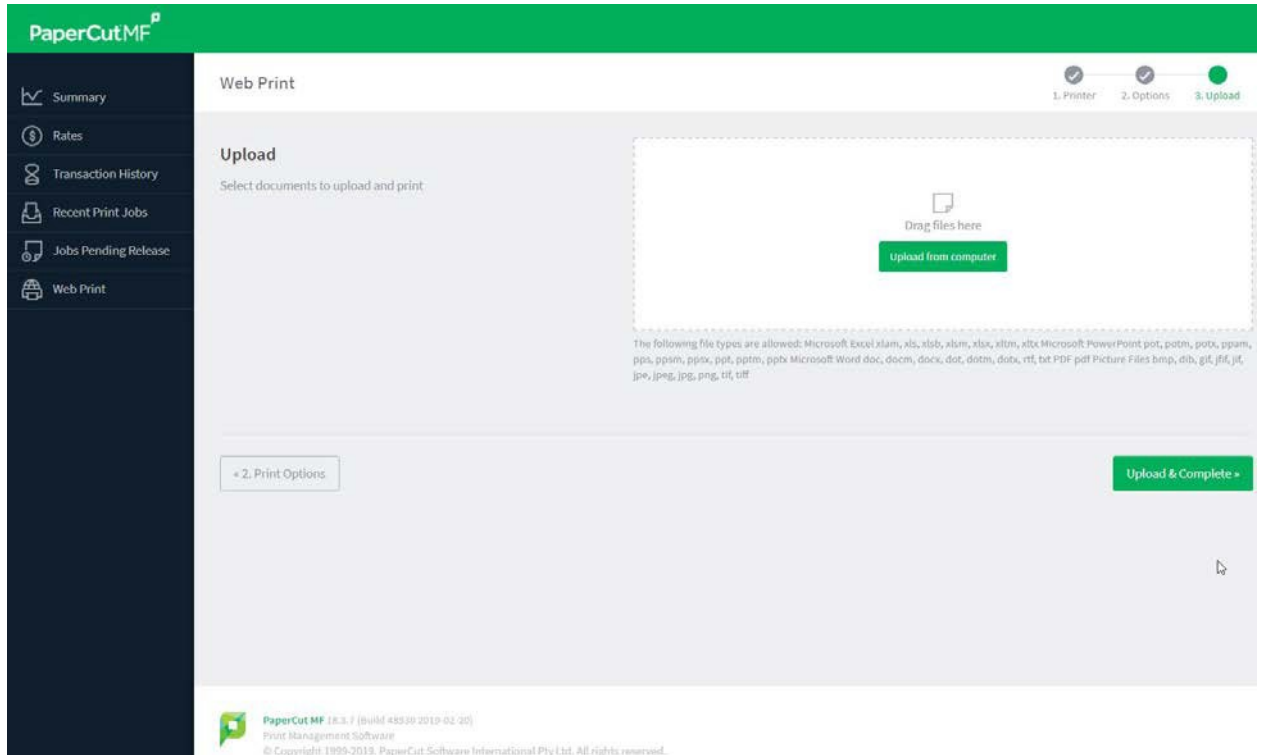
3. Select if you are going to print to Student printers or Admin printers:



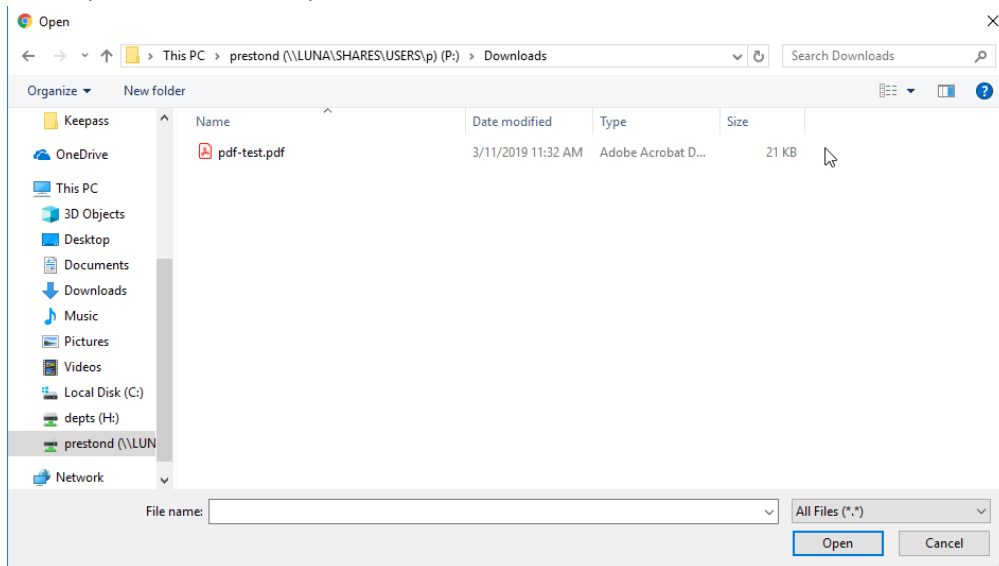
4. Specify the number of copies you want to make of the document:



5. Click the button marked "Upload from Computer" to bring the File Explorer box to select your document:



6. Select your document to print:



- Click the button marked "Upload & Complete" to complete the web printing request:

The screenshot shows the PaperCutMF Web Print interface. The left sidebar contains navigation options: Summary, Rates, Transaction History, Recent Print Jobs, Jobs Pending Release, and Web Print. The main content area is titled "Web Print" and shows a progress indicator with three steps: 1. Printer (checked), 2. Options (checked), and 3. Upload (active). The "Upload" section prompts the user to "Select documents to upload and print." A file named "pdf-test.pdf" (20.1 KiB) is shown as uploaded. Below this is a "Drag files here" area with an "Upload from computer" button. A list of supported file types is provided: Microsoft Excel (xlsm, xls, xlsx, xltm, xlsx, xltb, xltm, xlsx, xltb), Microsoft PowerPoint (pot, potm, potx, ppam, pps, ppsm, ppax, ppt, pptm, pptx), Microsoft Word (doc, docm, docx, dot, dotm, dotx, rtf, txt), PDF, and Picture Files (bmp, dib, gif, jif, jpe, jpeg, jpg, png, tif, tiff). At the bottom, there is a "2. Print Options" button and an "Upload & Complete" button. The footer includes the PaperCut MF 18.3.7 (Build 48530 2019-02-20) version information and copyright notice.

- This page will let you know when your request has completed processing:

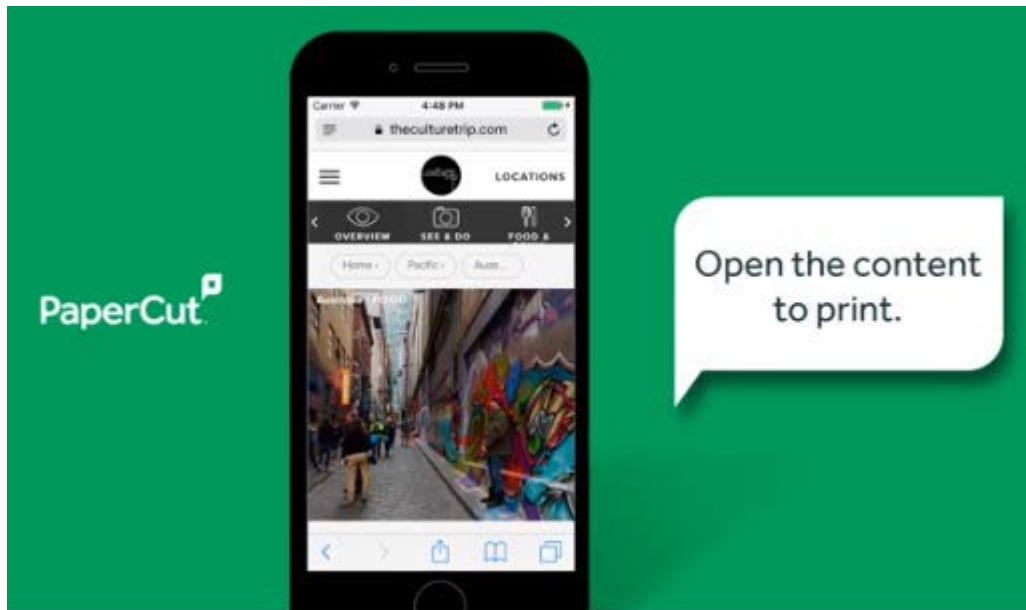
The screenshot shows the PaperCutMF Web Print interface after the job has been submitted. The left sidebar is the same as in the previous screenshot. The main content area is titled "Web Print" and includes a "Submit a Job" button. Below this is a table showing the job's status:

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Mar 11, 2019 11:07:56 AM	stu-printsrv1/Student-Printers	pdf-test.pdf			Starting rendering process.

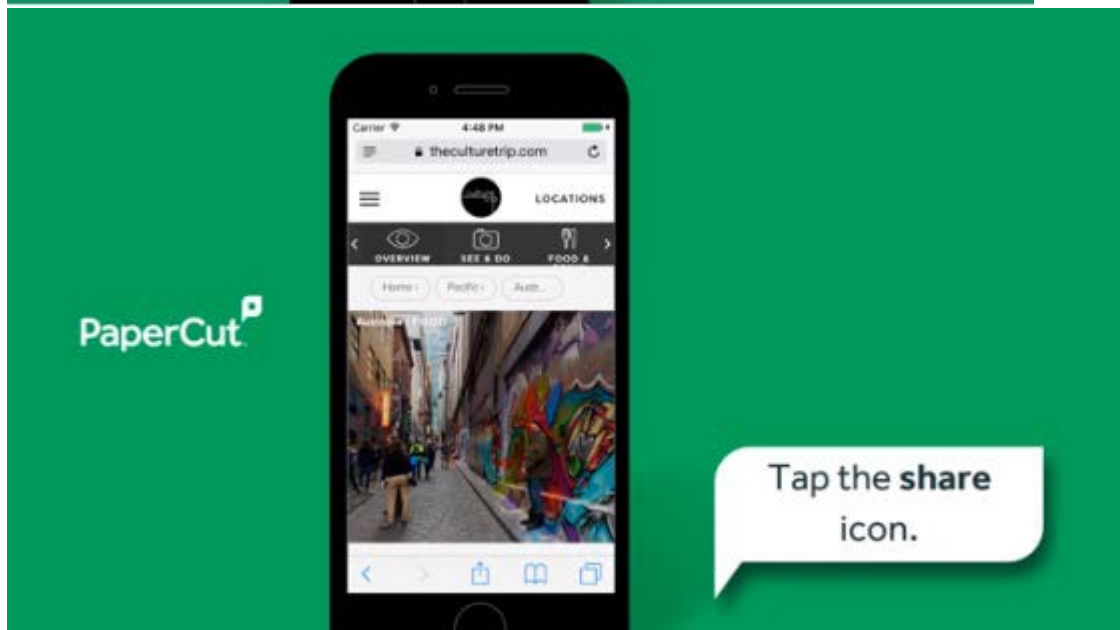
The footer includes the PaperCut MF 18.3.7 (Build 48530 2019-02-20) version information and copyright notice.

Mobility printing from iOS (via AirPrint):

1. Connect via Wifi to LaSalle Wireless



- 2.



- 3.

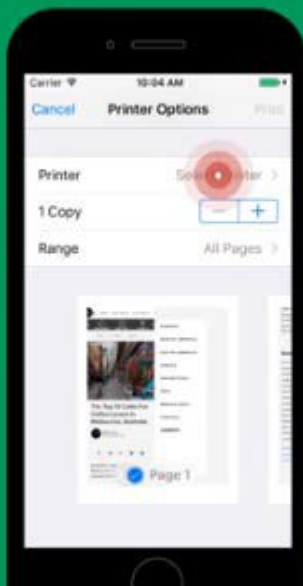
PaperCut



Swipe left; then tap the **Print** icon.

4.

PaperCut

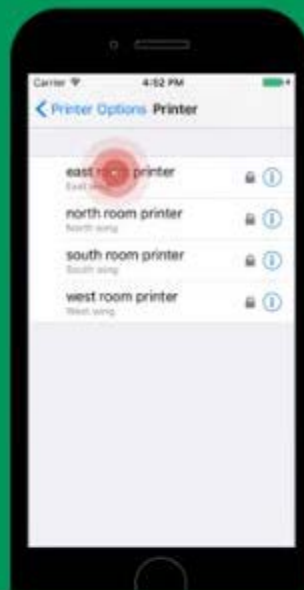


Tap **Select Printer**.

5.



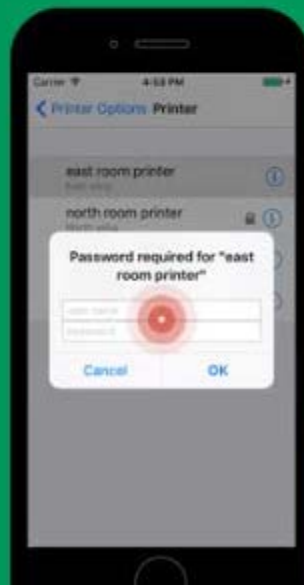
PaperCut



Select a printer.

6.

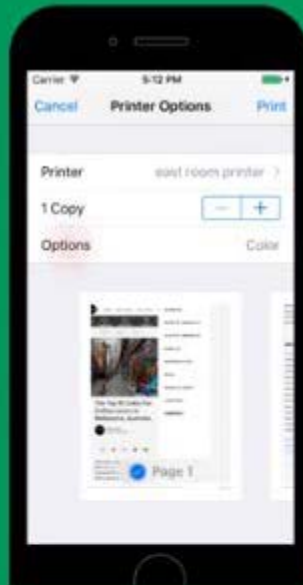
PaperCut



Enter your **LUNA** username and password; then tap **OK**.

7.

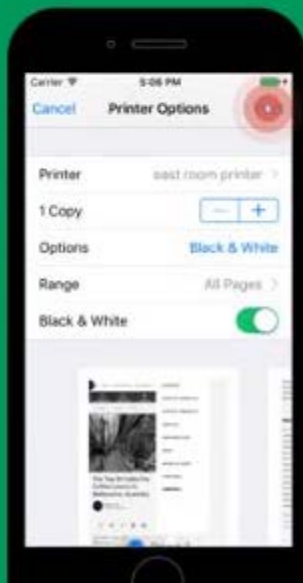
PaperCut



Tap Options.

8.

PaperCut



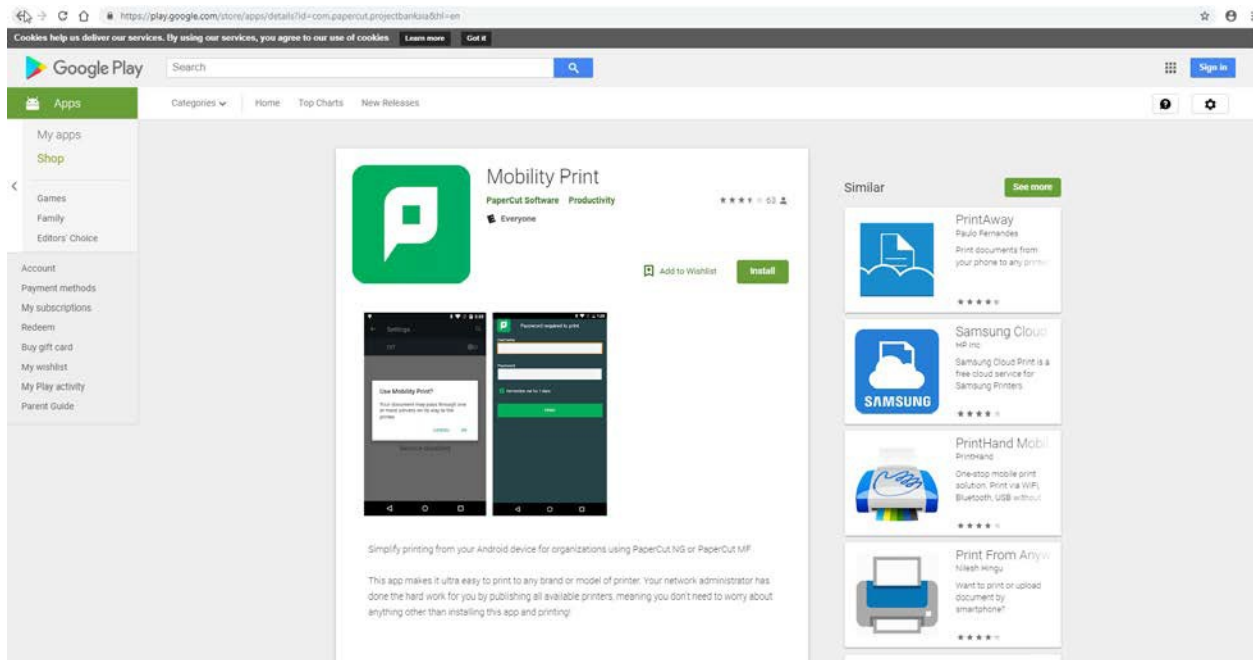
Tap Print.

9.

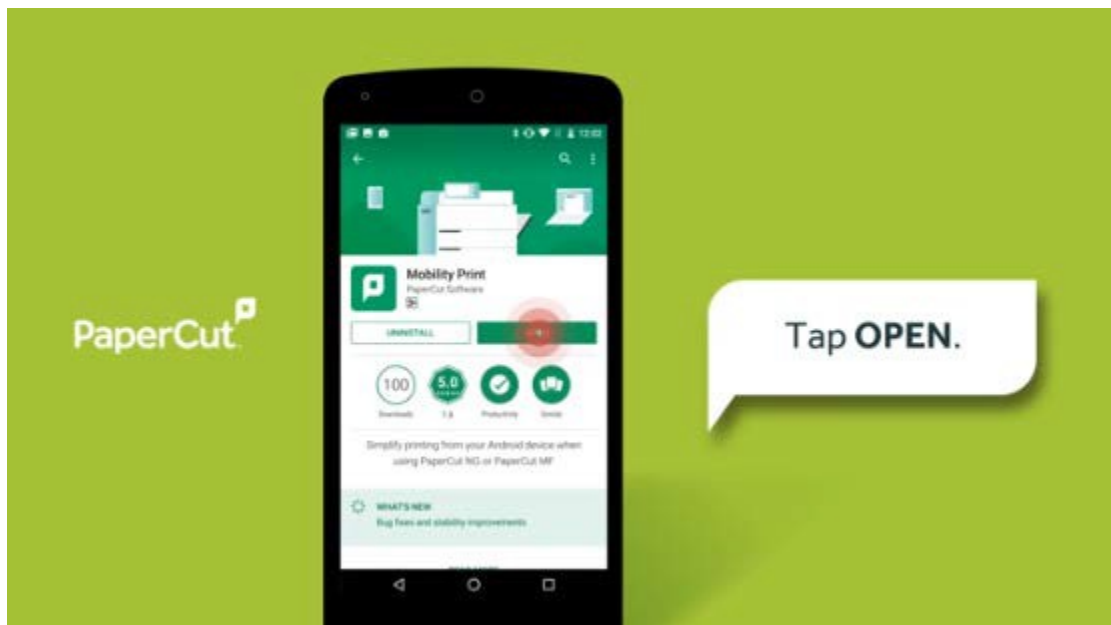
## Mobility Printing from Android/ChromeOS:

1. Make sure you are connected via Wifi to LaSalle Wireless.
2. Install the Papercut Mobility Printing app to your device:.

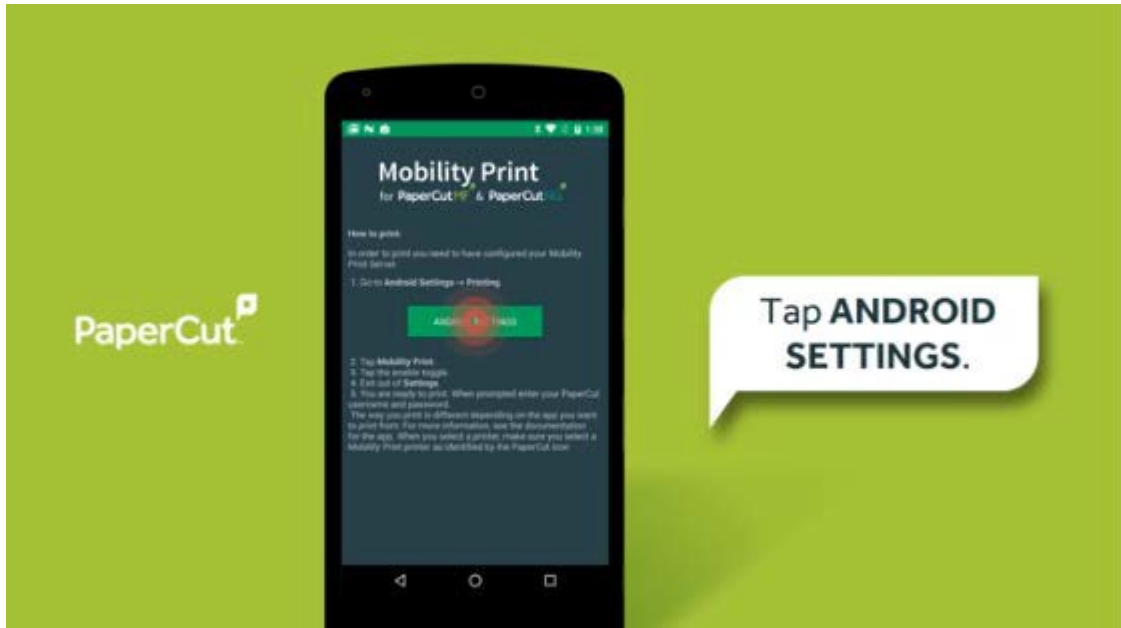
<https://play.google.com/store/apps/details?id=com.papercut.projectbanksia&hl=en>



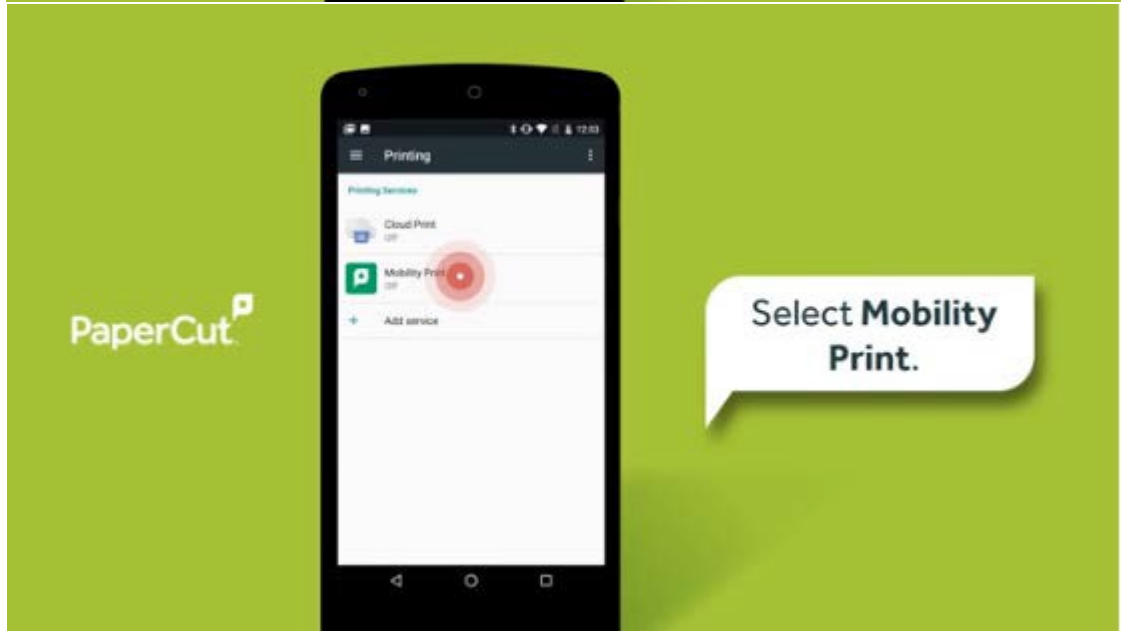
3.



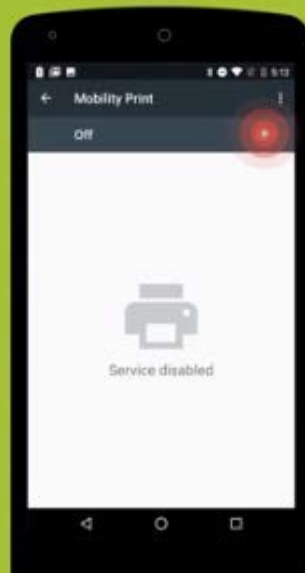
4.



5.



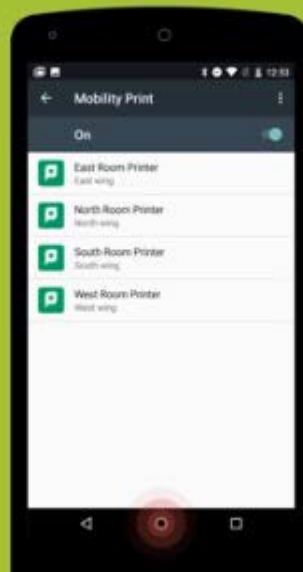
PaperCut<sup>®</sup>



Enable the service.

6.

PaperCut<sup>®</sup>



Exit out of  
**Settings.**

7.

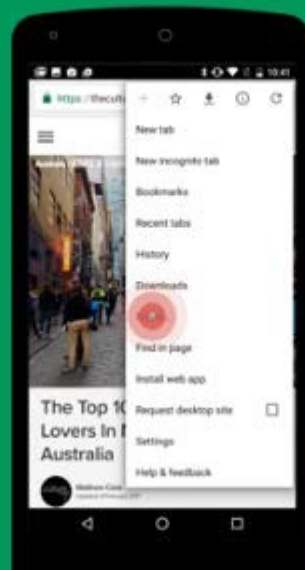
PaperCut



Open the content to print.

8.

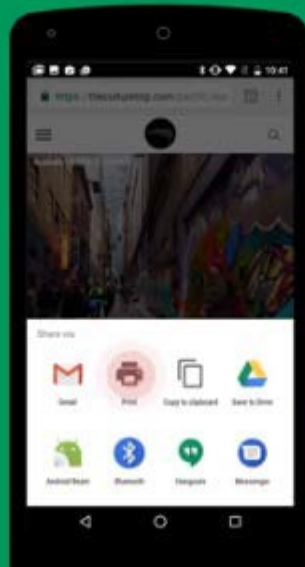
PaperCut



In Chrome, open the app menu and tap **Share**.

9.

PaperCut



Tap the **Print** icon to see a list of printers.

10.

PaperCut



Tap the default printer.

11.

PaperCut<sup>®</sup>



Select a printer.

12.

PaperCut<sup>®</sup>

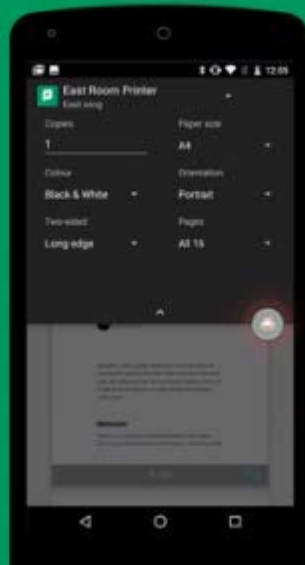


Tap the down arrow to change the print options.

13.



PaperCut



Tap the Printer icon.

14.

PaperCut



Enter your  
**LUNA**  
Username and  
Password;  
then tap **Print**.

15.

Releasing Print Jobs at a Printer:

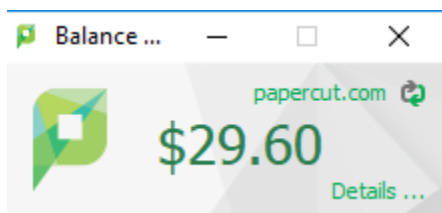
Releasing Print Jobs from the Web Interface:

Papercut desktop client:

Look for the following icon in your System Tray in Windows:



Double click on that icon to show your current balance (students only).



PaperCut Print Queues:

Admin Printer Queue (which only Faculty and Staff can print to).

Students Printer Queue (both Faculty, Staff, and Students can print to).



