## Delta College Wi-Fi Printing via Papercut Web application

Please use this option if you cannot install printers directly on your device or prefer not to. You will upload files directly to our printing servers and retrieve them from a release station computer on campus.

- 1. In a web browser, navigate to <u>https://papercut.delta.edu/user</u>
- 2. Sign in using your Delta username and password

P				7	
Par	Pa M	F Log in	.O		3
	Username	donaldputnam@delta.edu			
	Password				YV
		Login			
	F	orgot username or password?			
		Language Select			
	•	English 🗸			<b>9</b>
				•	

PaperCut MF Print Management Software licensed to Delta College

3. Ensure you are on the Web Print tab and select "Submit a Job"

PaperCut <sup>®</sup>						donaldputnam 🗸
✓ Summary	Web Print					
Recent Print Jobs	Web Print is a service to en	able printing for l	aptop, wireless and unauth	enticated users	without the n	eed to install
Jobs Pending Release	print drivers. To upload a d	ocument for print	ting, click Submit a Job bel	ow.		
Heb Print	Submit a Job »					
	SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
			No active jobs			

4. Select a printer from the list based on your location. I chose the LLIC printer on main campus. Your list may look different in the future. Then select "Print Options and Account Selection"

PaperCut		donaldputnam 🗸
└ Summary	Web Print	1. Printer 2. Options 3. Upload
Recent Print Jobs	Select a printer:	
Heb Print	PRINTER NAME ◆ <ul> <li>papercut\LLIC_PrintKiosk_BW (virtual)</li> <li>papercut\Midland Center</li> <li>papercut\Planetarium</li> <li>papercut\Saginaw</li> </ul> <ul> <li>washing the state of the</li></ul>	LOCATION/DEPARTMENT

5. Enter the number of copies and select "Upload Documents"

PaperCut <sup>®</sup> MF		donaldputnam 🗸
₩ Summary	Web Print	1. Printer 2. Options 3. Upload
Recent Print Jobs	Ontions	Copies
Jobs Pending Release	options	1
🖨 Web Print		
	« 1. Printer Selection	3. Upload Documents »

6. Either drag and drop files into the box or select "Upload from computer". Then select "Upload & Complete"

PaperCut <sup>®</sup>		donaldputnam 🗸
✓ Summary	Web Print	1. Printer 2. Options 3. Upload
Recent Print Jobs         Jobs Pending Release         Height Print	Upload Select documents to upload and print	Drag files here Upload from computer The following file types are allowed: Microsoft Kord Kalam, xls, xlsb, xlsm, xlsx, xltm, xlts Kaca kalam, xls, xlsb, xlsm, xlsx, xltm, xlts Kicrosoft Power Point pot, potn, pots, ppan, pps, pan, ppsx, ppt, pptm, pptx Microsoft Word dos, docm, docx, dot, dotm, dots, rtf, bt PDF pdf picture Files bmp, dib, gif, jif, jif, jee, jeeg, jeg, jug, tif, tiff XPS xps
	« 2. Print Options	Upload & Complete »

7. Your file(s) will be processed and sent to the printer you selected in step 4. You can then sign into the release station computer located next to the printer and print your file(s).

PaperCut <sup>®</sup>						donaldputnam 🗸
∑ Summary	Web Print					
Recent Print Jobs	Web Print is a service to er	nable printing for laptop, wireles	s and unauthenticate	d users wit	hout the n	eed to install
Jobs Pending Release	print drivers. To upload a document for printing, click Submit a Job below.					
🖨 Web Print	Submit a Job »					
	SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
	Apr 5, 2024 1:18:05 PM	papercut\LLIC_PrintKiosk_BW	papercut- web.docx	3	\$0.00	Held in a queue

## Delta College Wi-Fi Printing via Mobility Print Installer

Please use this option if you intend to print frequently and can install printers directly on your device. When the installer is finished, selected printer(s) will be directly accessible within applications that can print.

- 1. In a web browser, navigate to <u>https://papercut.delta.edu:9164/setup</u>
- 2. Sign in using your Delta username and password

P P P		aperCut <sup>®</sup>   23	.0		
		Log in	Login	6	
	Username	donaldputnam@delta.edu			
	Password				YV
		Log in			
	F	orgot username or password?			
		Language Select			
		English 🗸			<u> </u>
				•	

PaperCut MF Print Management Software licensed to Delta College

3. The webpage will detect your operating system. Select "Download"

	4
	Set up printing for Windows
	Step 1
	Click the button below to download Mobility Print
	Download
	Step 2
	Run the Mobility Print installer to install your printers
	When it's time to print, just print like you normally do
TIP	• Don't change the name of the installer; it tells Mobility Print where the printers live
	Not your operating system? Try one of these!

4. Run the installer after it has finished downloading, either from the browser's recent downloads list as in this screenshot, or from your device's download folder.



Select Se	elect Setup Language				
ρ	Select the language to use during the installation:				
	English	$\sim$			
	OK Cancel				

## 6. Accept the license agreement

Setup - Mobility Print Printer	×
License Agreement Please read the following important information before continuing.	p
Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.	
END USER LICENSE AGREEMENT	^
1 AGREEMENT	
This End User License Agreement is between PaperCut Software International Pty Ltd (ACN 124 440 400) of Level 1, 3 Prospect Hill Rd, Camberwell, Victoria, 3124, Australia ( <b>PaperCut</b> ), and:	
	~
● I accept the agreement	
○ I do not accept the agreement	
Mobility Print Printer by PaperCut	
Next > C	ancel

7. The application will retrieve a list of printers available for use with Wi-Fi printing

Setup - Mobility Print Printer	_	$\times$
Printer selection		<b>1</b>
Retrieving printer list		
		_
Mobility Print Printer by PaperCut		

8. Select which printers you would like to install on your device by checking their respective check box(es). The list of printers may look differently in the future.

Setup - Mobility Print Printer	_		×
Printer selection			p
Select the printer you want to add to Windows:			
LLIC_PrintKiosk_BW [papercut]			
Midland Center [papercut]			
Planetarium [papercut]			
Saginaw [papercut]			
Mobility Print Printer by PaperCut			
< <u>B</u> ack <u>N</u> ex	t >	Car	ncel

9. Enter your Delta username and password (you do not need @delta.edu)

Setup - Mobility Print Printer	_		
Your network login			
The login details provided by your organisation			
Enter your username and the password below:			
Username:			
donaldputnam			
Password:			_
bility Print Printer by PaperCut			
< <u>B</u> ack	<u>N</u> ext >	Ca	ncel

10. The application will install the selected printer(s) directly on your device, as though they were physically connected. You will be able to print to the selected printer(s) when you are on the Delta\_Secure Wi-Fi network.

Setup - Mobility Print Printer –		×
Installing Please wait while Setup installs Mobility Print Printer on your computer.		p
Mobility Print Printer by PaperCut	Car	ncel

## 11. Click Finish



12. When printing, look for the selected printer(s) in your printer list and select the desired printer. You can then sign into the release station computer located next to the printer and print your file(s).

Prin	it
Print	Copies: 1
Printe	r
<b>К</b> (С. 1	LIC_PrintKiosk_BW [paperc 💂
2	MFD_Printer on EQUITRAC3 Ready
ŝ	OIT_BW_1 on psadmin Ready
*	Fax Ready
<b>S</b>	LLIC_PrintKiosk_BW [papercut](Mobility) Ready