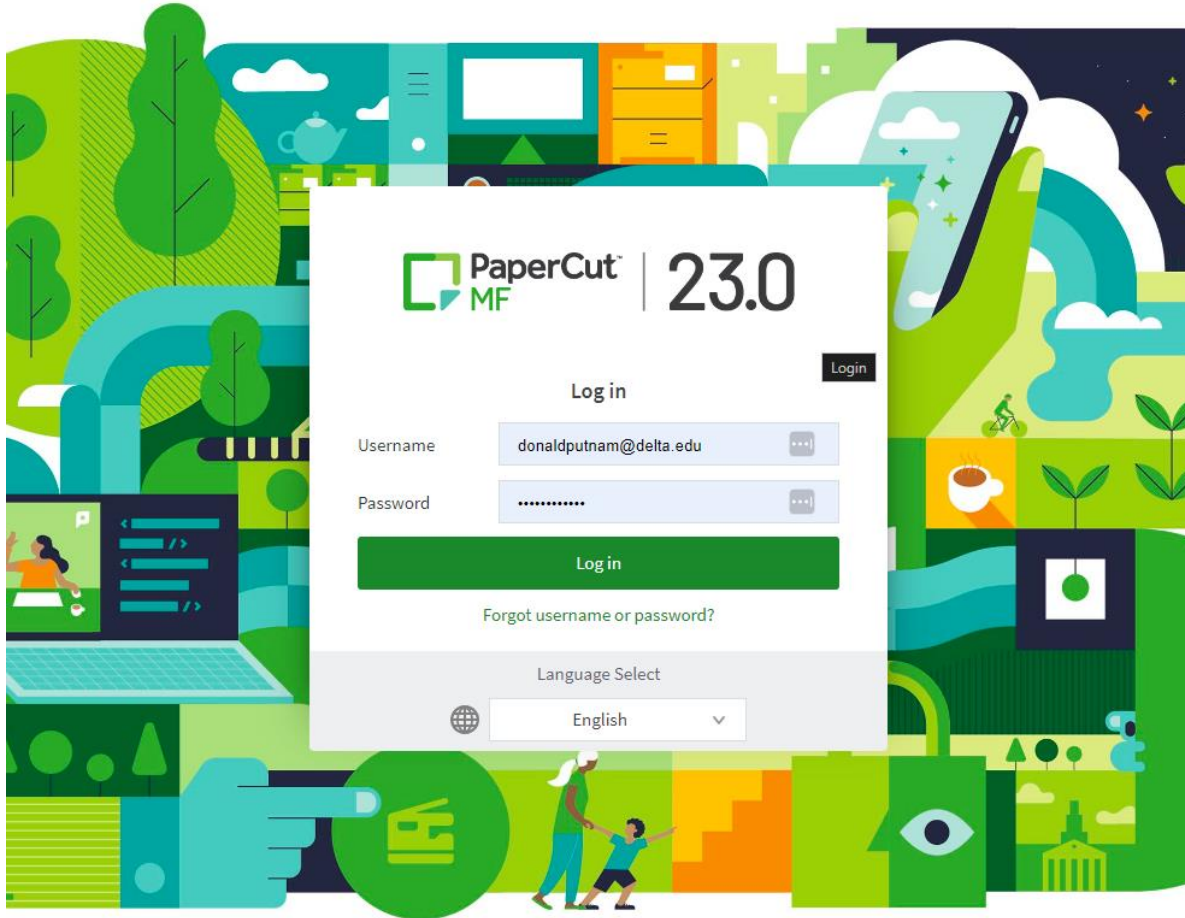


Delta College Wi-Fi Printing via PaperCut Web application

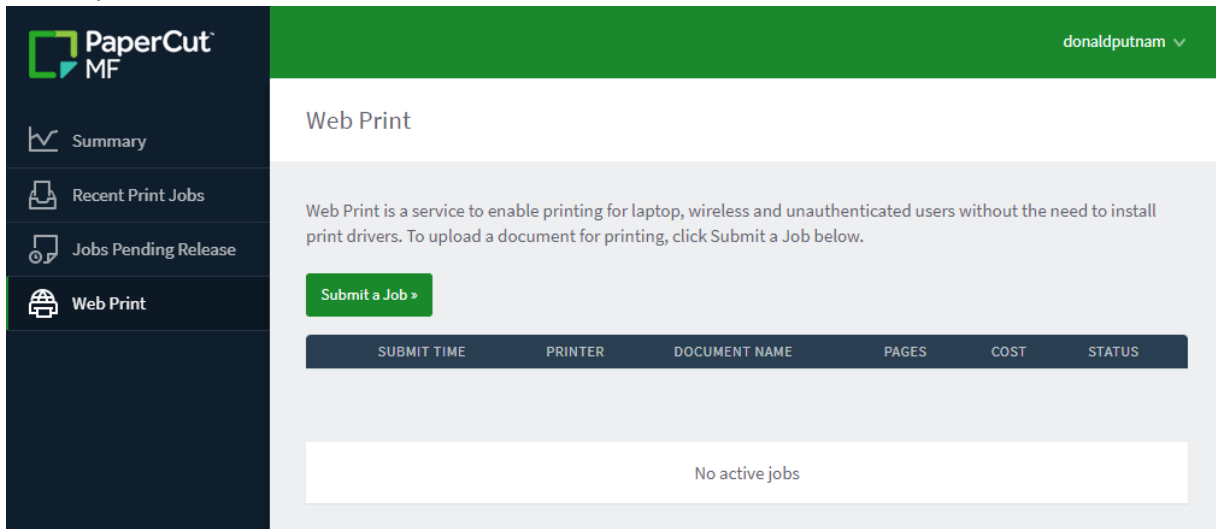
Please use this option if you cannot install printers directly on your device or prefer not to. You will upload files directly to our printing servers and retrieve them from a release station computer on campus.

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



[PaperCut MF](#) Print Management Software licensed to Delta College

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



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”

The screenshot shows the PaperCut MF Web Print interface. The top navigation bar is green with the PaperCut MF logo on the left and the user name 'donaldputnam' on the right. Below the logo is a sidebar with navigation options: Summary, Recent Print Jobs, Jobs Pending Release, and Web Print. The main content area is titled 'Web Print' and features a progress indicator with three steps: 1. Printer (selected), 2. Options, and 3. Upload. The 'Select a printer:' section includes a search bar and a table of printer options:

PRINTER NAME ↑	LOCATION/DEPARTMENT
<input checked="" type="radio"/> papercut\LLIC_PrintKiosk_BW (virtual)	
<input type="radio"/> papercut\Midland Center	
<input type="radio"/> papercut\Planetarium	
<input type="radio"/> papercut\Saginaw	

At the bottom of the interface, there are two buttons: « Back to Active Jobs and a green button labeled 2. Print Options and Account Selection ».

5. Enter the number of copies and select “Upload Documents”

The screenshot shows the PaperCut MF Web Print interface at the 'Options' step. The top navigation bar is green with the PaperCut MF logo on the left and the user name 'donaldputnam' on the right. Below the logo is a sidebar with navigation options: Summary, Recent Print Jobs, Jobs Pending Release, and Web Print. The main content area is titled 'Web Print' and features a progress indicator with three steps: 1. Printer (checked), 2. Options (selected), and 3. Upload. The 'Options' section includes a 'Copies' input field with the value '1'. At the bottom of the interface, there are two buttons: « 1. Printer Selection and a green button labeled 3. Upload Documents ».

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

The screenshot shows the PaperCut MF Web Print interface. The top navigation bar is green with the PaperCut MF logo on the left and the user name 'donaldputnam' on the right. Below the navigation bar, there are three progress indicators: '1. Printer' (checked), '2. Options' (checked), and '3. Upload' (active). The main content area is titled 'Web Print' and 'Upload'. It contains a dashed box with a document icon and the text 'Drag files here' and a green button labeled 'Upload from computer'. Below this, a list of allowed file types is provided: Microsoft Excel (xlam, xls, xlsb, xlsx, xltm, xltx), Microsoft PowerPoint (pot, potm, pobx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx), Microsoft Word (doc, docm, docx, dot, dotm, dotx, rtf, txt), PDF (pdf), and Picture Files (bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff, XPS xps). At the bottom, there are two buttons: '« 2. Print Options' and '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).

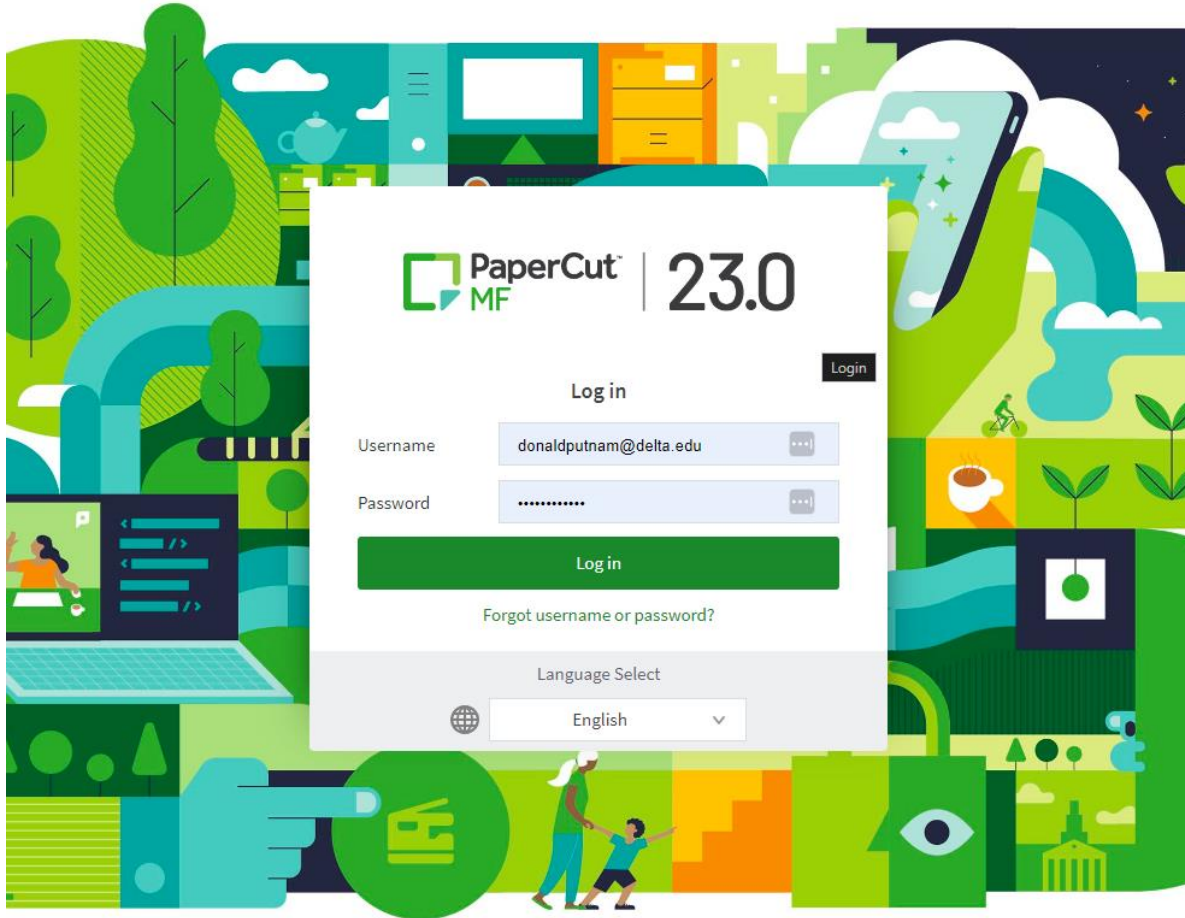
The screenshot shows the PaperCut MF Web Print interface after job submission. The top navigation bar is green with the PaperCut MF logo on the left and the user name 'donaldputnam' on the right. The main content area is titled 'Web Print' and contains a green button labeled 'Submit a Job »'. Below this, a table displays the job submission details:

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

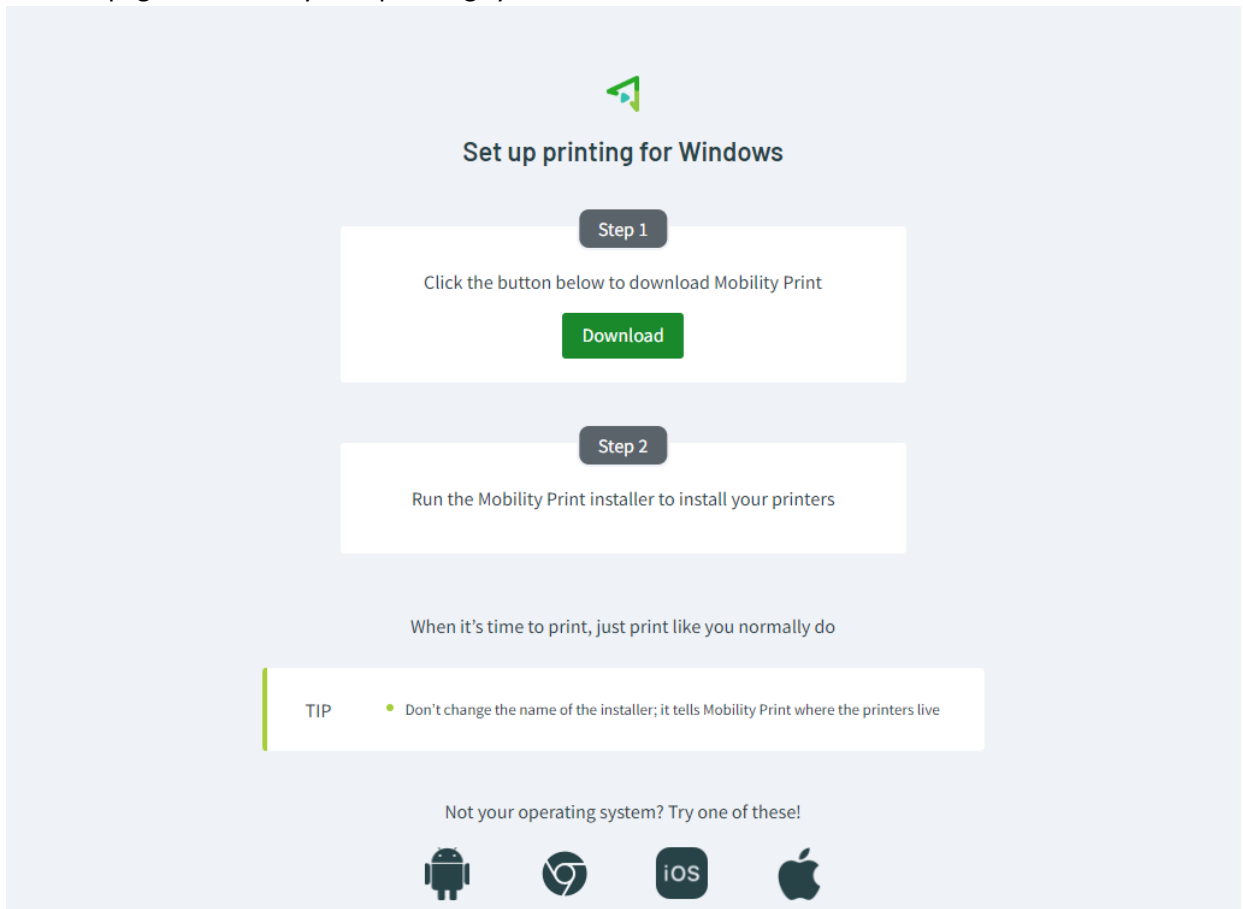
Delta College Wi-Fi Printing via Mobility Print Installer

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.

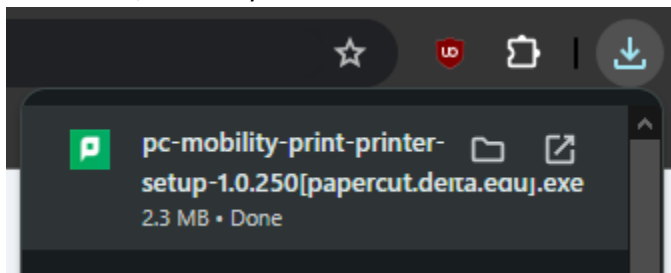
1. In a web browser, navigate to <https://papercut.delta.edu:9164/setup>
2. Sign in using your Delta username and password



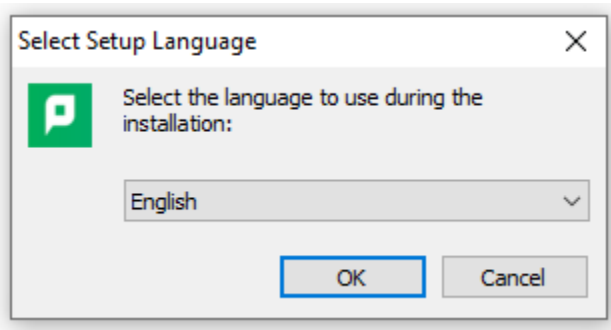
3. The webpage will detect your operating system. Select “Download”



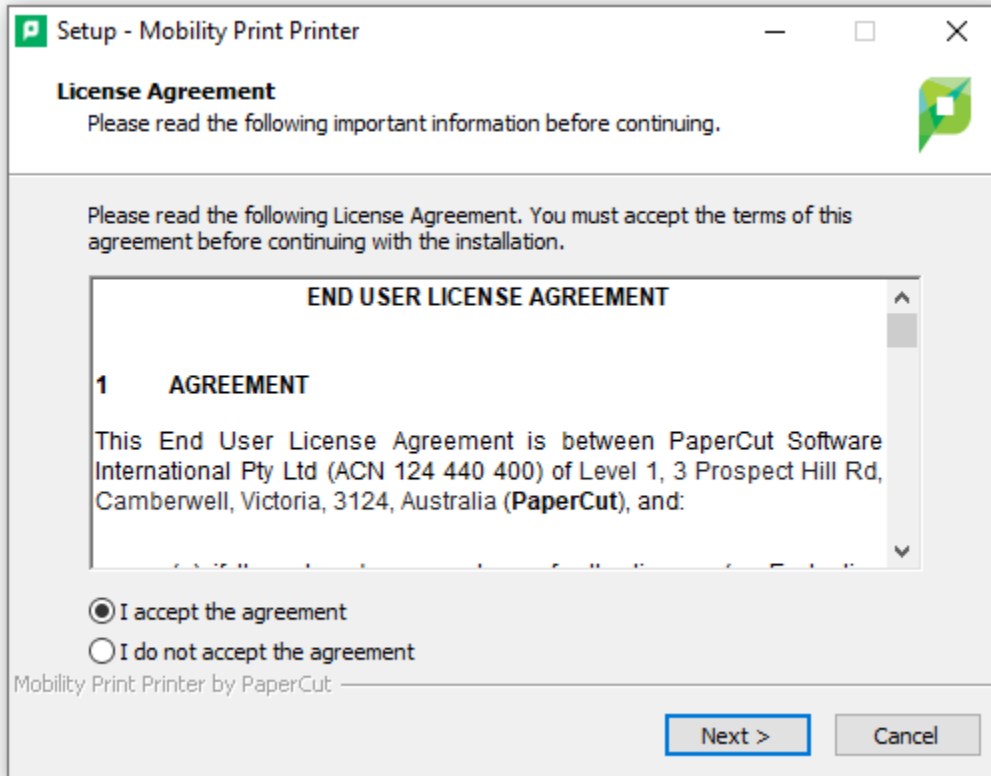
4. Run the installer after it has finished downloading, either from the browser's recent downloads list as in this screenshot, or from your device's download folder.



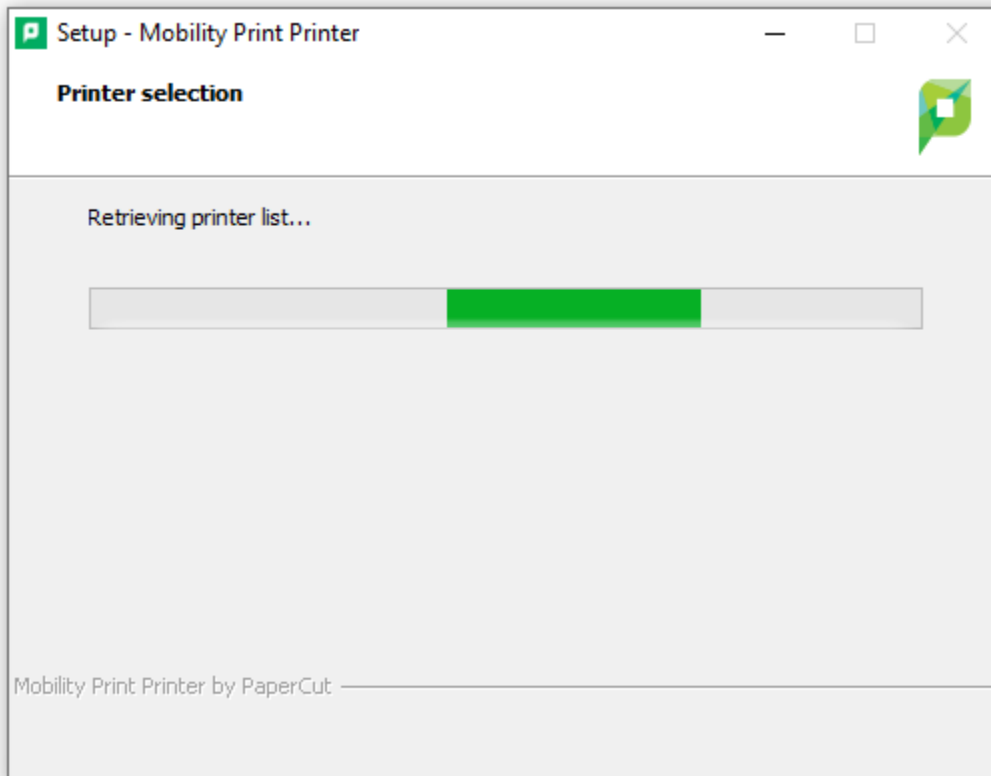
5. Select a language



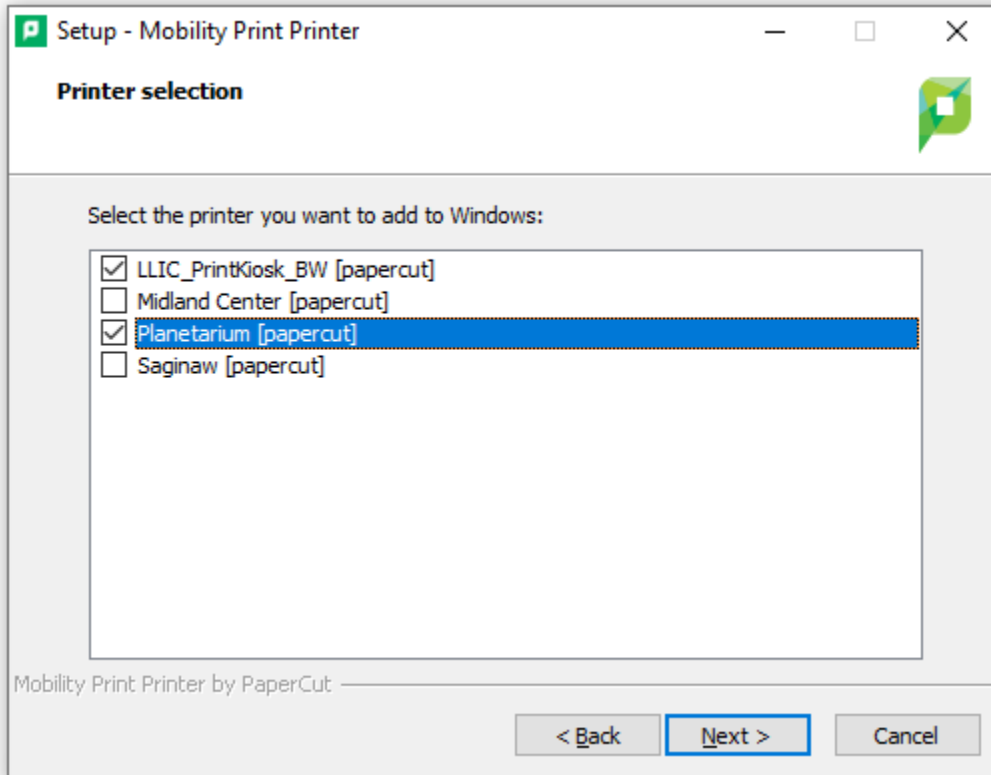
6. Accept the license agreement



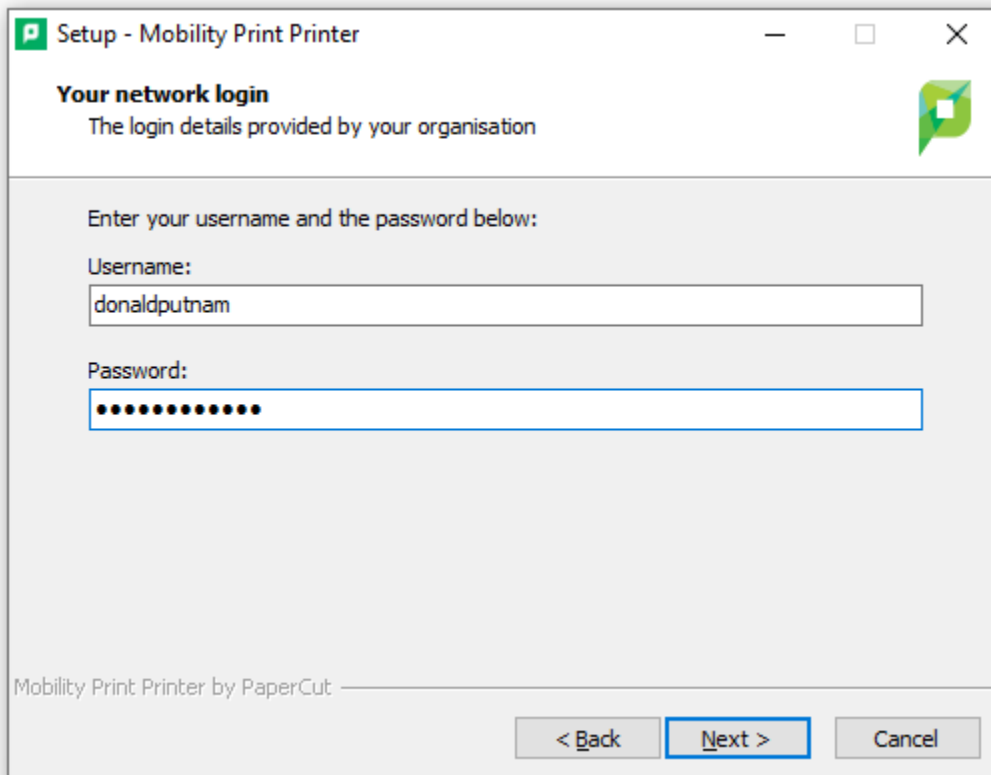
7. The application will retrieve a list of printers available for use with Wi-Fi printing



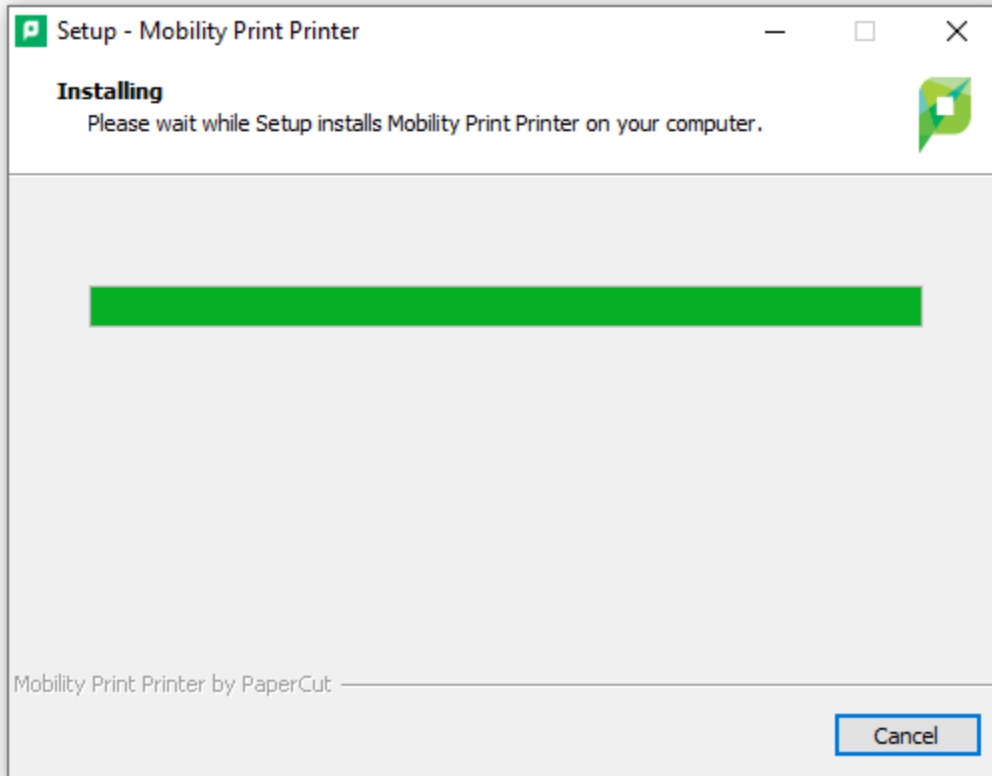
8. Select which printers you would like to install on your device by checking their respective check box(es). The list of printers may look differently in the future.



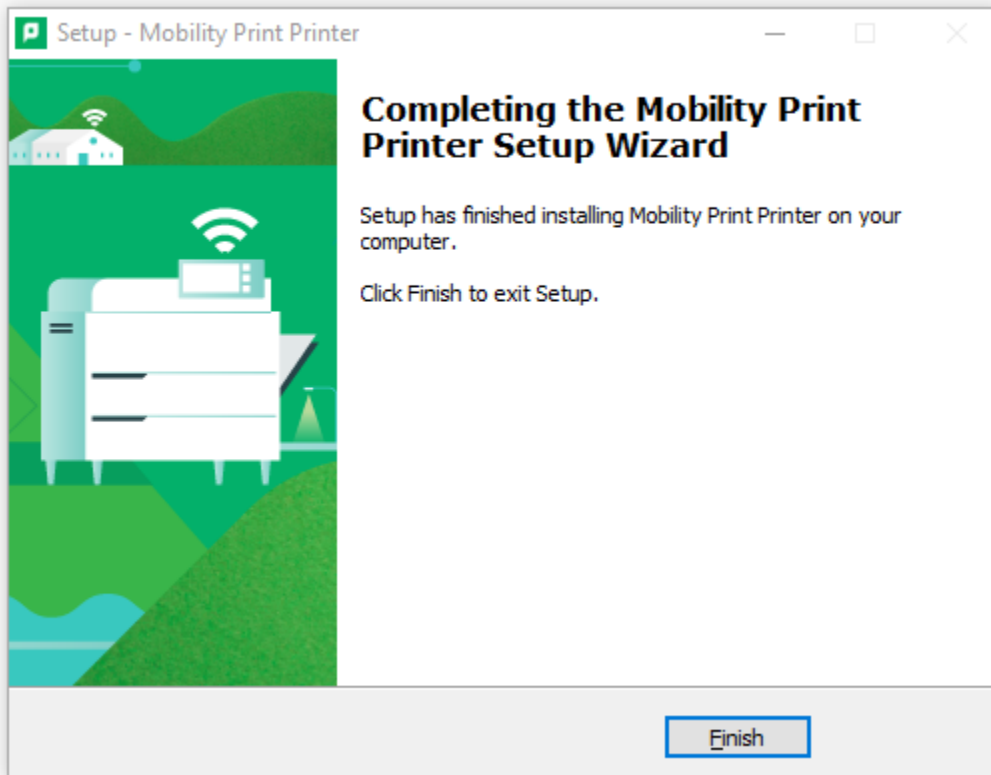
9. Enter your Delta username and password (you do not need @delta.edu)



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.



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).

