

How to use wireless printing at APL

*Note: Web print can accept the following file formats: Microsoft Excel, Microsoft PowerPoint, Microsoft Word, PDF, Picture Files, XPS

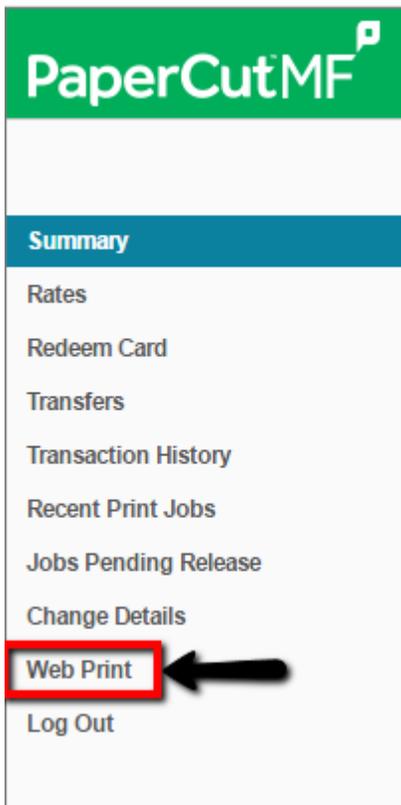
*Note: Only black & white printing is available for web print.

1. Visit papercut.marigold.ab.ca
*For iPhone users only: scroll down to the bottom of the screen and click “view in desktop mode”
2. Enter your ID and password to login, or create an account by registering as a new user

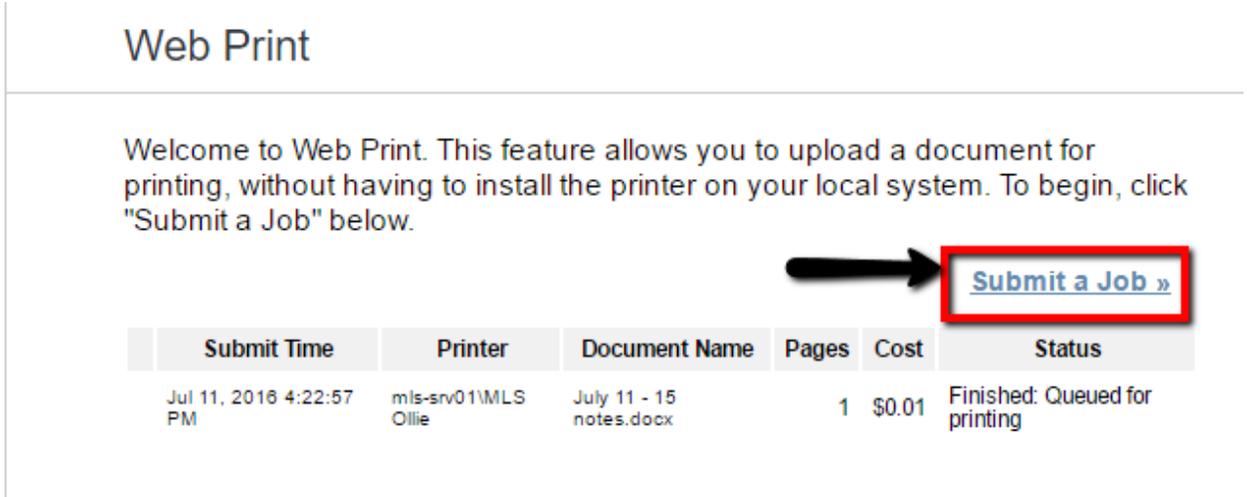


The screenshot shows a web browser window with the address bar displaying "papercut.marigold.ab.ca/user". The page content includes the PaperCut MF logo, a login form with fields for Username, Password, and Language (set to English), a "Log in" button, and a link to "Register as a New User". At the bottom, it states "PaperCut MF licensed to Marigold Library System".

3. Once logged in, on the left hand side click on Web Print



4. Click on Submit a Job to select a file



5. Click on the down arrow and select "Airdrie Public Library"
6. Click on Select Printer

Web Print

Select a printer.

Welcome to Web Printing

First, please select the Library you are visiting from our dropdown menu and click the button to select your printer.

In the following screens you will be asked how many copies you would like to print, and then to upload the document you would like to print. Use the buttons on the bottom left and right of this window to navigate between screens.

NOTE: Please make sure you have saved the document to your local computer prior to proceeding. If you are trying to print a web page, please save it as a PDF to your computer first.

(Select your Library ...) Select Printer
(Select your Library ...) Airdrie
Marigold HQ

Click on the down arrow and select your library.

Then click on Select Printer

Then click on Select Printer

7. Enter number of copies
8. Click on Upload Documents

Web Print

Options

Copies: 1

Enter how many copies you would like then hit Upload Documents

« 1. Printer Selection

3. Upload Documents »

9. Click on Upload from computer
10. Select the file you wish to print
11. Click on Upload & Complete
12. Proceed to the public printer and release your job at the print release station