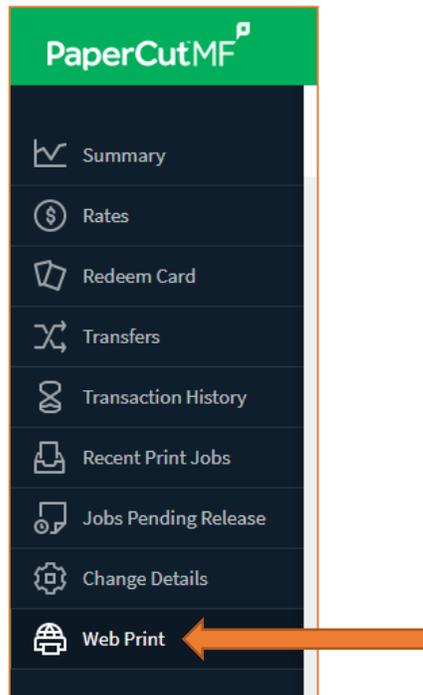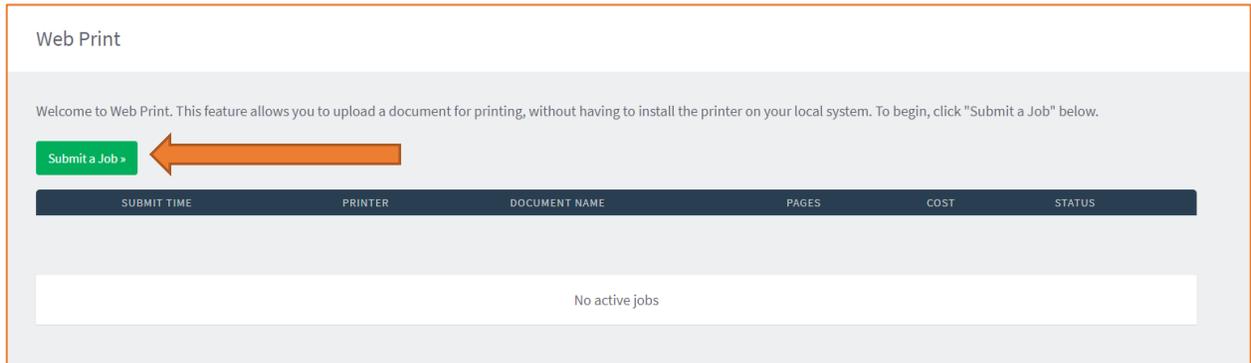# How to Web Print using Papercut

Log into Papercut by opening any web browser and going to the website papercut.marigold.ab.ca. Once there please enter your credentials to login or create an account by clicking on **Register as a New User**.
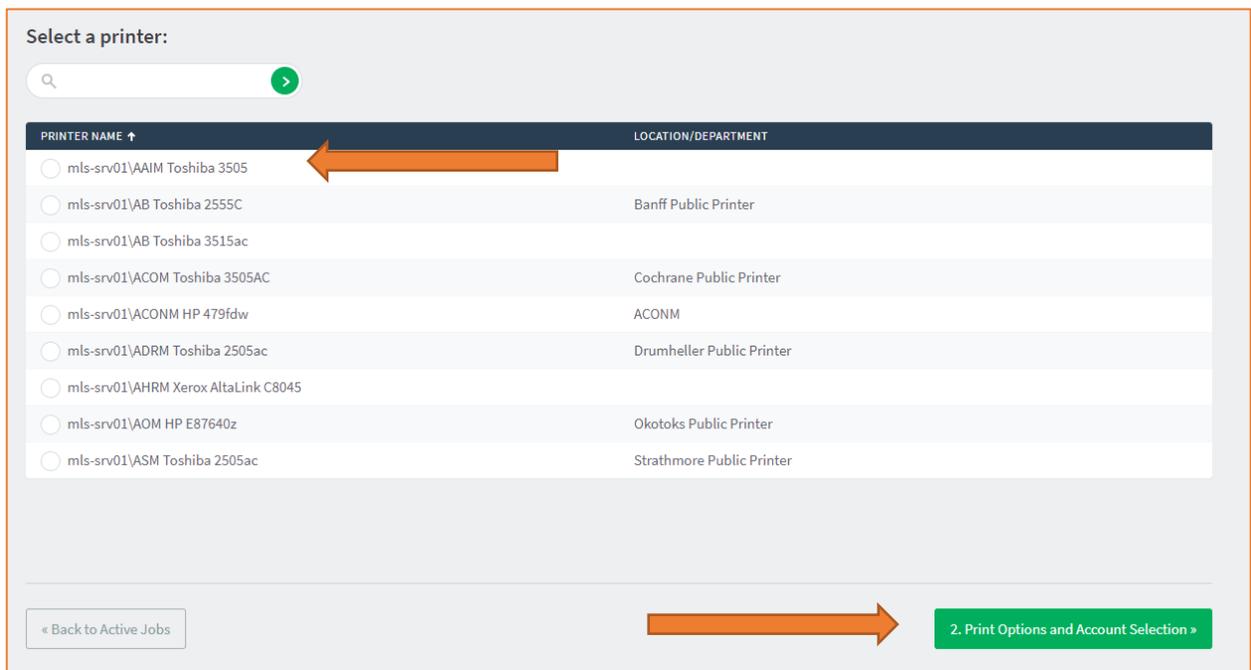

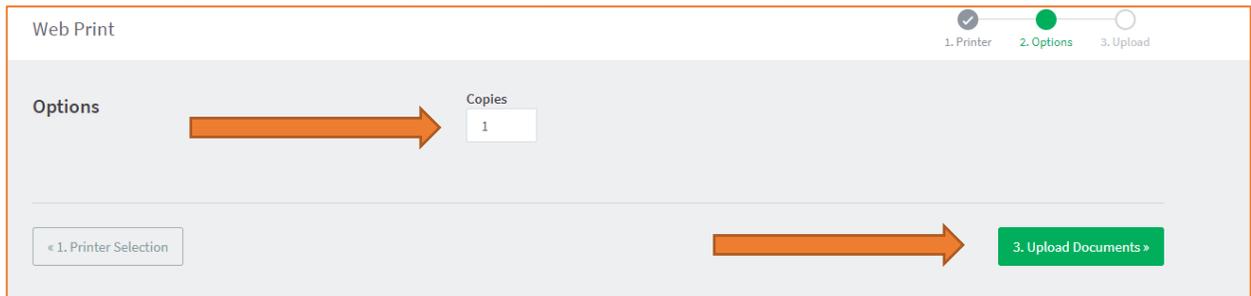Once you are logged in, on the left-hand side click on **Web Print**.

Click on **Submit a Job** to select a file you wish to print on a printer that is not directly installed on your computer.

Web Print

Welcome to Web Print. This feature allows you to upload a document for printing, without having to install the printer on your local system. To begin, click "Submit a Job" below.

Submit a Job »

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS

No active jobs

Select the library where you wish to print off your file then click on Select Printer. APL printer is: **mls-srv01\AAIM Toshiba 3505** (usually at the top of the list).
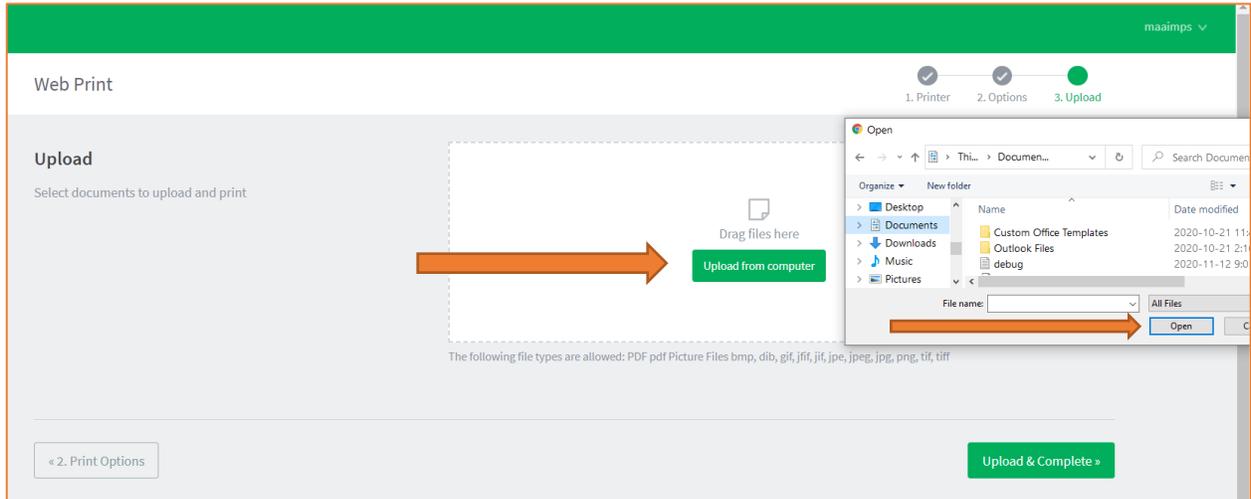
Select a printer:

PRINTER NAME ↑	LOCATION/DEPARTMENT
mls-srv01\AAIM Toshiba 3505	
mls-srv01\AB Toshiba 2555C	Banff Public Printer
mls-srv01\AB Toshiba 3515ac	
mls-srv01\ACOM Toshiba 3505AC	Cochrane Public Printer
mls-srv01\ACONM HP 479fdw	ACONM
mls-srv01\ADRM Toshiba 2505ac	Drumheller Public Printer
mls-srv01\AHRM Xerox AltaLink C8045	
mls-srv01\AOM HP E87640z	Okotoks Public Printer
mls-srv01\ASM Toshiba 2505ac	Strathmore Public Printer

« Back to Active Jobs

2. Print Options and Account Selection »

Enter how many copies of the file you wish to print then click on **Upload Documents**.

Web Print

1. Printer   2. Options   3. Upload

Options

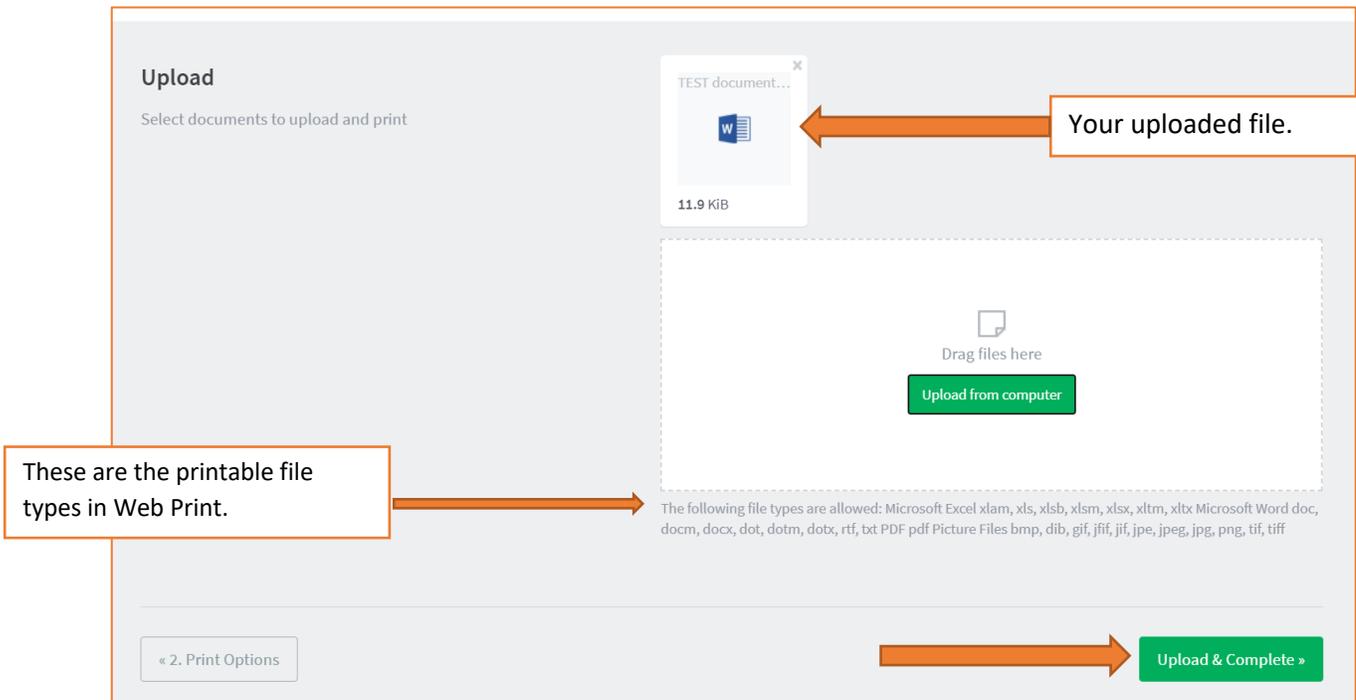Copies

1

« 1. Printer Selection

3. Upload Documents »

Click on **Upload from computer**, it will open a window where you will select the file you wish to print. Please note that only certain file types are allowed for web printing.
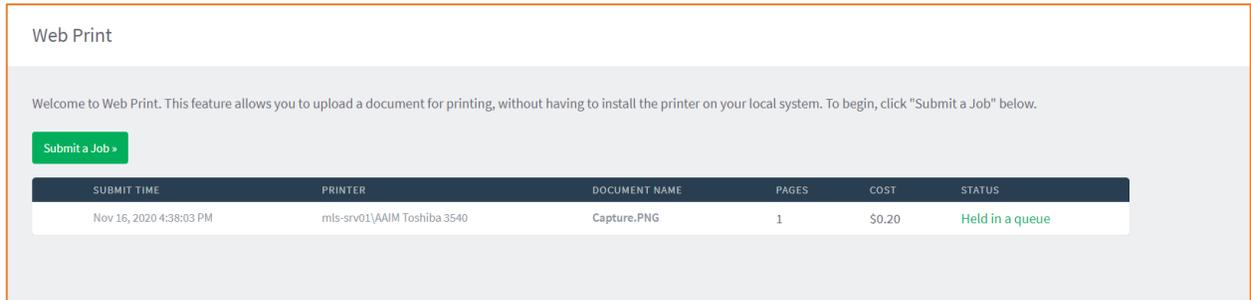
Click on **open** and it will display the file.

Then click on **Upload & Complete**.

Your uploaded file.

These are the printable file types in Web Print.

Your document will be sent to the Toshiba printer in the library. This screen will tell you when the job is **Held in a queue** (ready to be printed), how many pages to be printed and the cost of the job.

You can then log in to the Toshiba printing release computer in the Library, which is beside the printer, with your Papercut account and pay/release your job. ** If you have a balance on your Papercut account (Public Service staff can assist you with adding funds), you can also go to "Jobs Pending Release" and select "Release All" to print it from your device.

Again, for payment you will either need funds added to your papercut account, you can pay using the coin-op beside the printer, or you can have Public Service assist you and you can pay at the desk.

Allowable file types using Papercut Web Print:

Various Microsoft Excel and Word files – ex) docx, xlsx
PDF (portable document file) -format for online documents by Adobe
pdf picture files
bmp
dib
gif -animated image
jfif, jif
jpe
jpeg or jpg – common format for digital pictures
png – file format for high quality images
tif, tiff