

How to Print Using the Web Print Feature

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers.

- Go to <http://studentprint.sdmesa.edu>
- Enter your Username and Password
 - Note: You must have a PaperCut Student account. To create an account, follow the “How to Create a New PaperCut Student Account” step-by-step guide.

Username

Password

Language

[Log in](#)

[Register as a New User](#)

CSID Number

8 digit birthday (MMDDYYYY)

- After logging in, click the “Web Print” link located at the bottom left of the screen

PaperCutMF

Summary

Rates

Transfers

Transaction History

Recent Print Jobs

Jobs Pending Release

Change Details

Web Print

Add Credit

Add credit using PayPal

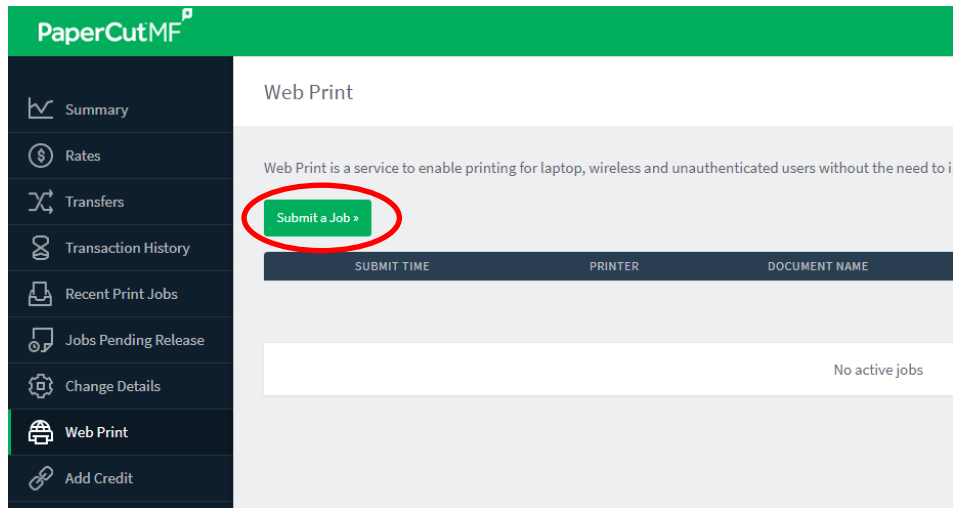
Username

Current balance \$

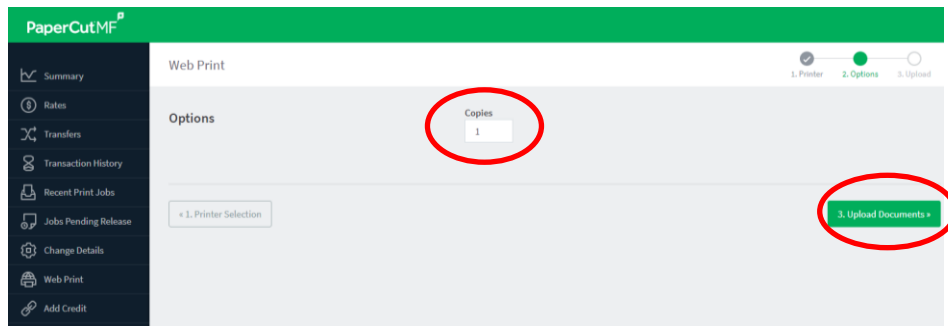
Amount to add

[Add value](#)

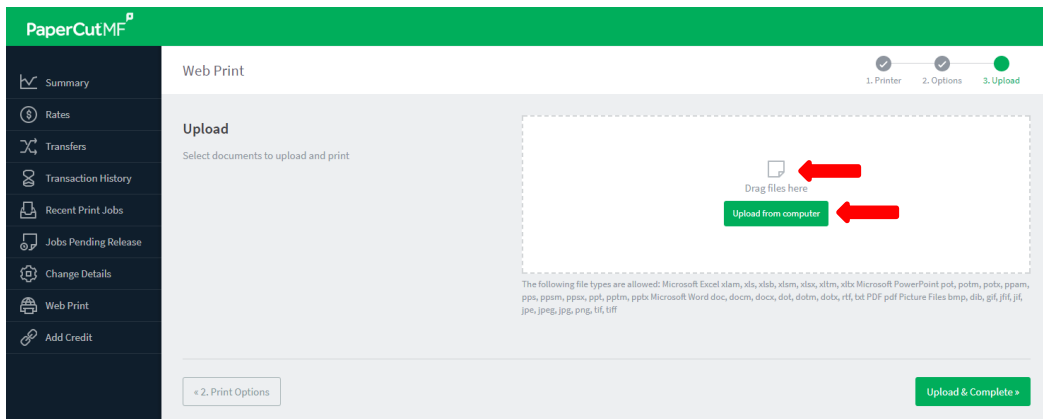
- In the “Web Print” window, click “Submit a Job”



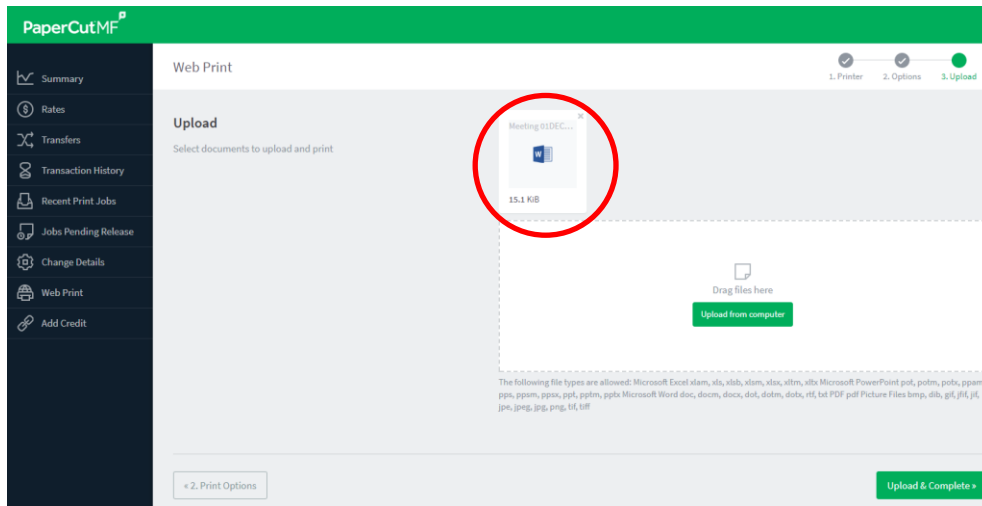
- In the “Options” window, enter the number of copies in the copies text box then click “Upload Documents”



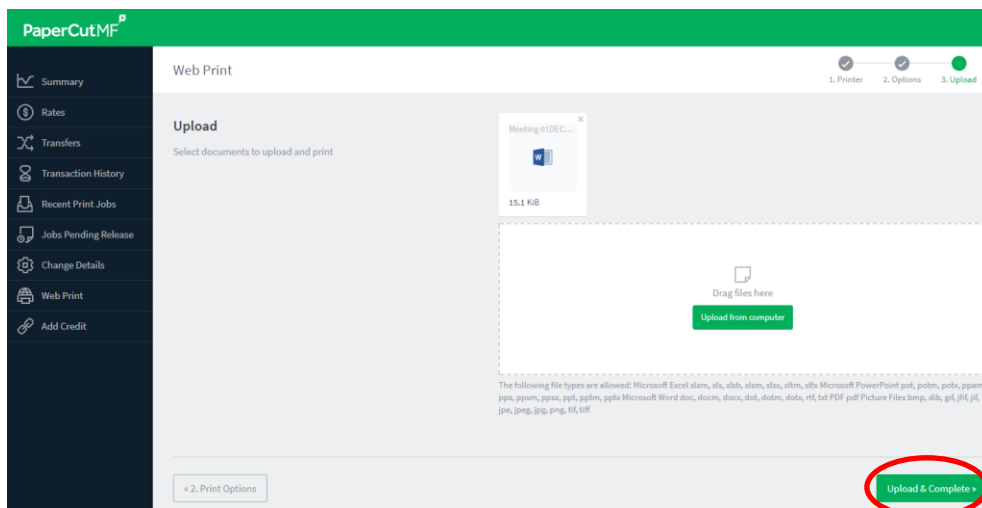
- In the “Upload” window, you can upload your document(s) by using the “Drag file here” or the “Upload from computer” option:
 - Drag file here: Drag and drop your document(s) into the “Drag files here” area
 - Upload from computer: click “Upload from computer” then navigate to your saved document. Select your document and click open



- Your uploaded document(s) will be displayed above the “Drag file here” area



- Click “Upload and Complete”



- Your print job is now ready for pick up at any print release station.

