



## A Papercut How to

### Printing from a Personal Device or Lab with Generic Accounts

NOTE: These instructions will only work from a device connected to a Los Rios Network. It will not work off of a Los Rios Campus.

First, save the document you want to print, and remember where you saved it. Next, open a Web browser like Chrome, Firefox, or Edge

Go to the website <https://papercut.losrios.edu>

In the login screen enter your W+ID and Password

From the dashboard that appears click Web Print located on the left hand side of the screen.

On the Web Print screen click submit a job

PaperCut MF

Web Print

Submit a Job »

SUBMIT TIME

Next Select the campus print Queue you plan to release the job from.

Select a printer:

PRINTER NAME	LOCATION/DEPARTMENT
<input type="radio"/> arc-print01-vm\BCS-301-BW	ARC STEM 301
<input type="radio"/> arc-print01-vm\BCS-301-Color	ARC STEM 301
<input type="radio"/> arc-print01-vm\Library_Printer_Color-PC	ARC Library
<input type="radio"/> arc-print01-vm\Library_Printers (virtual)	ARC Library
<input type="radio"/> arc-print01-vm\LRC-GEN-01	ARC Learning Resource Center
<input type="radio"/> arc-print01-vm\Natomas-Copier	ARC/Natomas
<input type="radio"/> arc-print01-vm\SC-Hallway-HPM605	ARC Student Center Hallway
<input type="radio"/> crc-prt-instr\PrintAnywhere-BW (virtual)	Cosumnes River College
<input type="radio"/> crc-prt-instr\PrintAnywhere-COLOR (virtual)	Cosumnes River College
<input type="radio"/> flc-papercut\FLC-PrintAnywhere-B&W (virtual)	Folsom Lake College
<input type="radio"/> flc-papercut\FLC-PrintAnywhere-Color (virtual)	Folsom Lake College
<input type="radio"/> scc-papercut\SCC_FindMe_B&W (virtual)	Sacramento City College
<input type="radio"/> scc-papercut\SCC_FindMe_Color (virtual)	LR125

Back to Active Jobs

2. Print Options and Account Selection

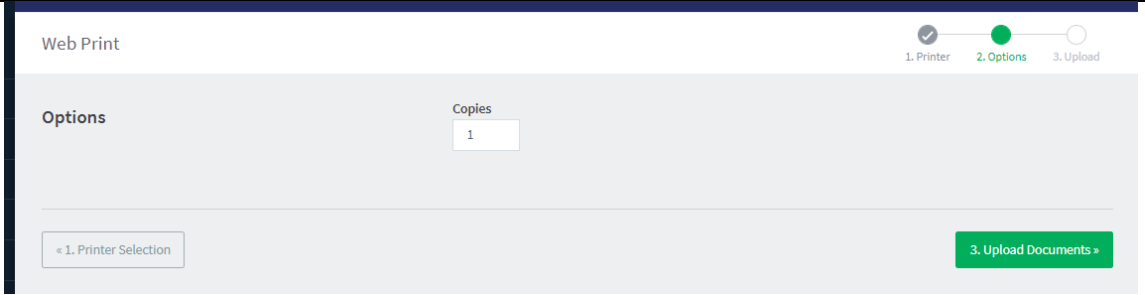
For SCC you need to use scc\_FindMe\_B&W, or scc\_FindMe\_Color

Then click the button at the bottom of the screen "2. Print Options and Account Selection >>"

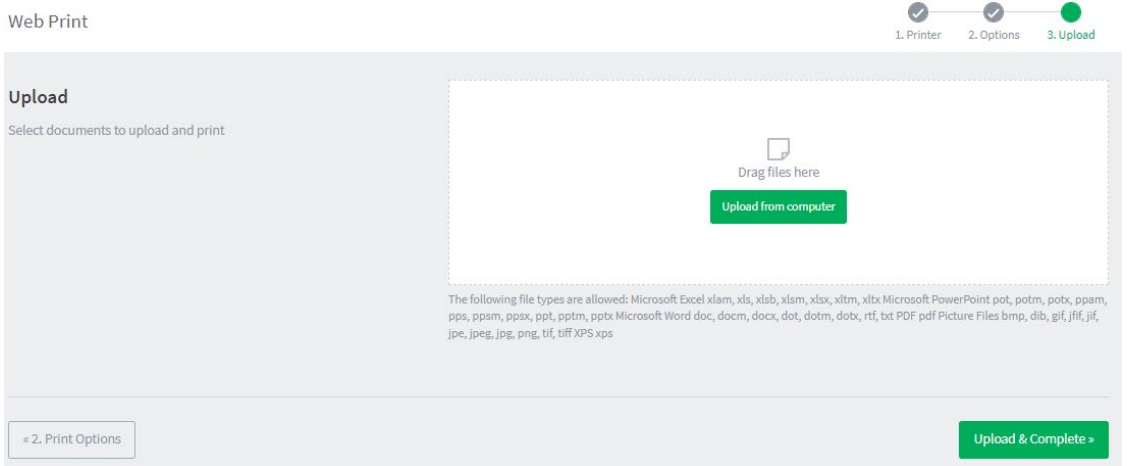
<input checked="" type="radio"/> scc-papercut\SCC_FindMe_B&W (virtual)	Sacramento City College
<input type="radio"/> scc-papercut\SCC_FindMe_Color (virtual)	LR125

On this screen inform Papercut how many copies of the document you would like to print.

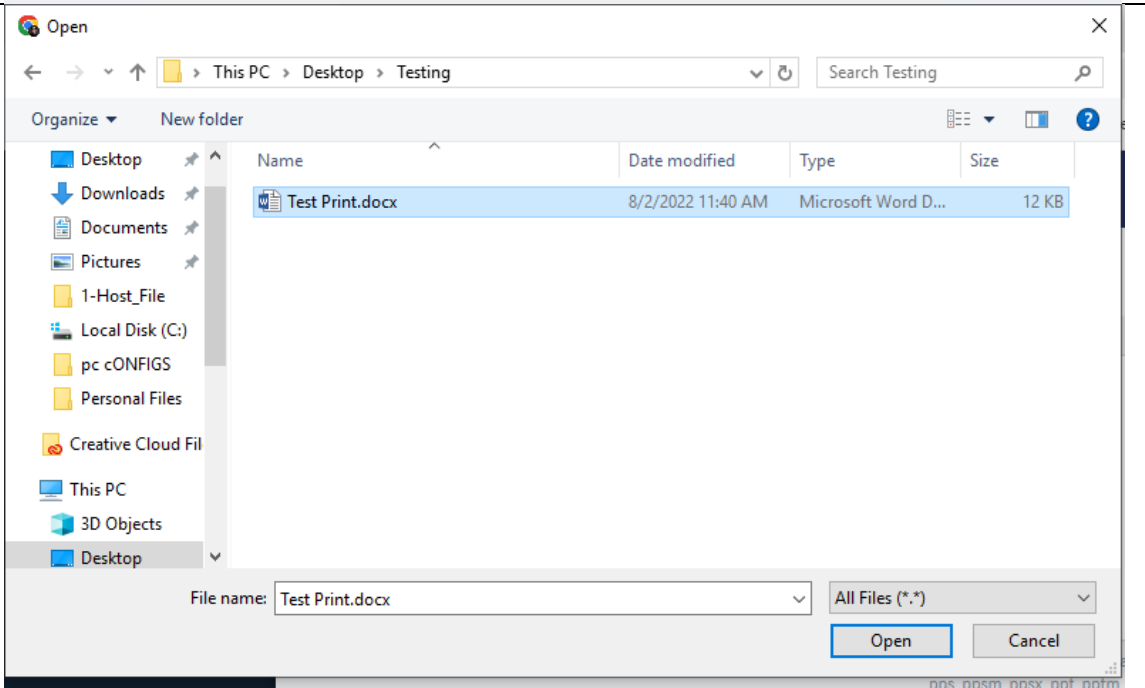
Then click the Upload Documents button.



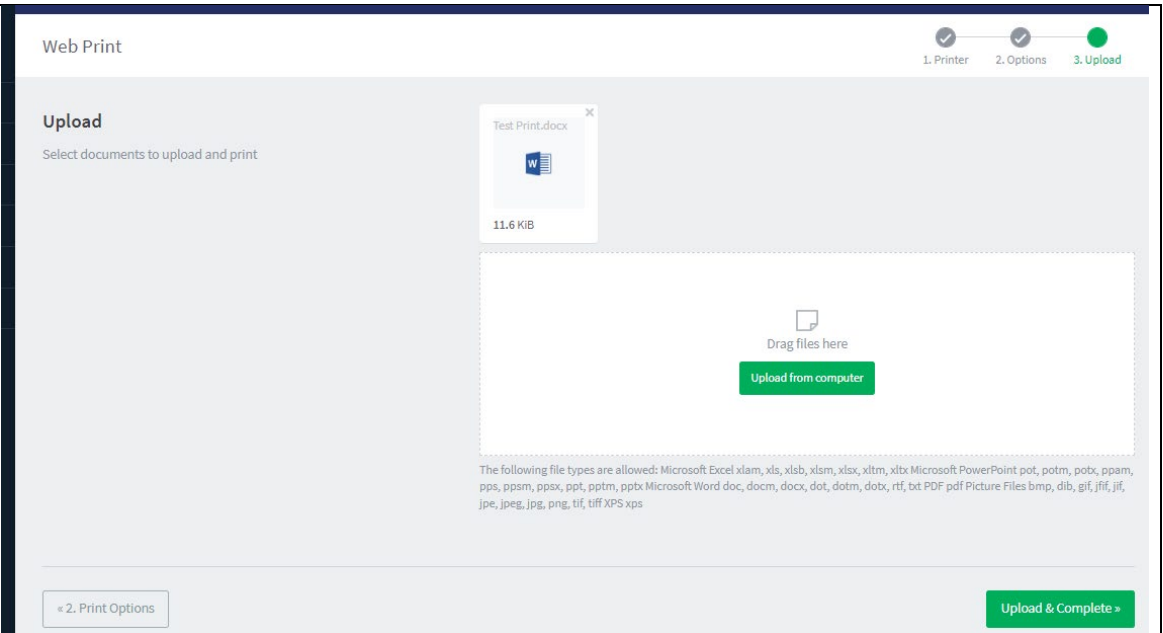
You may drag and drop files onto this screen or click the "Upload from Computer button"



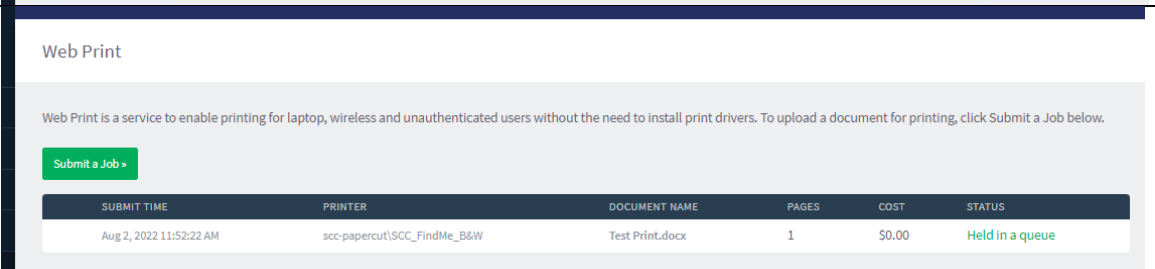
If you clicked the "Upload from computer" button choose the file you want to print and then click Open



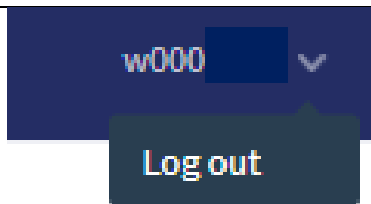
Once you have finished uploading documents click the upload and complete button



Your print Job has just been uploaded and is ready to be printed. This screen will also inform you how much it will cost to print your documents. You may submit additional jobs from here if need be.



When you are done submitting jobs, DON'T forget to Log out! Click on your WID in the upper right-hand corner of the screen and then click Log out.



You may now go to any papercut release station, and finish your printing process.