



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							
Go to the website https://papercut.losrios.edu							
In the login screen enter your W+ID and Password	Tes://papercut.losrios.edu						
	Please enter your W+ID and Password.						
	Username w0000000						
	Password						
	Log in						
	English V						
From the dashboard that appears click Web Print located on	PaperCut MF						
the left hand side of the screen.	Summary						
	Rates						
	S Transaction History						
	Recent Print Jobs						
	Jobs Pending Release						
	Heb Print						
	P Add Credit						

On the Web Print screen click submit a job	PaperCut [™] MF ✓ Summary ③ Rates	Web Print Web Print is a service to enable printing	
	Image: Second History Image: Second History <td< th=""><th>SUBMIT TIME</th><th></th></td<>	SUBMIT TIME	
Next Select the campus print Queue you plan to release the job from.	Select a printer:	UCATION/DEPARTMENT ARC STEM 301 ARC STEM 301 ARC STEM 301 ARC STEM 301 ARC LUbrary ARC LUbrary ARC Lubrary ARC Student Center ARC, Student Center Hallway Cosumes River College Cosumes River College Folsom Lake College Sacramento City College LR125	
For SCC you need to use scc_FindMe_B&W, or SCC_FindMe_Color	<pre>scc-papercut\SCC_FindMe_ scc-papercut\SCC_FindMe_</pre>	B&W (virtual) Color (virtual)	Sacramento City College LR125
Then click the button at the bottom of the screen "2. Print Options and Account Selection >>"			

On this screen inform Papercut	Web Print	1. Printer 2. Options 3. Upload
how many copies of the document you would like to print	Options	Copies 1
Then click the Upload Documents	« 1. Printer Selection	3. Upload Documents >
You may drag and	Web Print	1. Printer 2. Options 3. Upload
drop files onto this screen or click the "Upload from Computer button"	Upload Select documents to upload and print	Drag files here Upload from computer The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsm, xlsx, xltm, xltx Microsoft PowerPoint pot, potm, pots, ppam, pps, ppsm, ppsx, ppt, pptm, ppt Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, bt PDF pdf Picture Files bmp, dib, gif, jiff, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps
	< 2. Print Options	Upload & Complete >
If you clicked the	🚱 Open	×
computer" button	← → ✓ ↑ → This PC → Desktop → Testing	ng → ♂ Search Testing ∧
choose the file you want to print and	Desktop 🖈 ^ Name	Date modified Type Size
then click Open	 Downloads Documents Pictures 1-Host_File Local Disk (C:) pc cONFIGS Personal Files Creative Cloud Fil This PC 3D Objects Desktop 	8/2/2022 11:40 AM Microsoft Word D 12 KB
		Open Cancel

Once you have finished uploading documents click the upload and complete button	Web Print		1. Printer 2. Options 3. Upload
	Upload Select documents to upload and print	Test Print.docx	
		Drag files here Upload from computer The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsm, xlsx, xltm, xltx Mi pps, ppam, ppax, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, bd jpe, jpeg, jpg, png, tif, tiff XPS xps	crosoft PowerPoint pot, potm, potb, ppam, PDF pdf Picture Files bmp, dib, gif, jiff, jif,
Vour print Job bos	« 2. Print Options		Upload & Complete »
just been uploaded	Web Print		
and is ready to be printed. This	Web Print is a service to enable printing for laptop, wireless and unauthe	nticated users without the need to install print drivers. To upload a document for pr	inting, click Submit a Job below.
screen will also	Submit a Job >		
inform you how	SUBMIT TIME PRINTER	DOCUMENT NAME PAGES COST	STATUS
much it will cost to	Aug 2, 2022 11:52:22 AM scc-papercut\SCC_FindMe	B&W Test Print.docx 1 \$0.00	Held in a queue
documents.			
You may submit			
additional jobs			
from here if need			
De. When you are done			
submitting jobs,	w000		
DON'T forget to			
Log out! Click on			
your WID in the	Logout		
upper right-hand			
corner of the			
screen and then			
CIICK LOg OUt.	v poporout rologoo station and finish	vour printing process	