PaperCut Web Print

What is it?

Web Print is a PaperCut printing system's feature, that makes it possible to print out PDF documents from any computer. You can upload a document from your own computer, from home or from anywhere to be printed on a Metropolia multifunction printer.
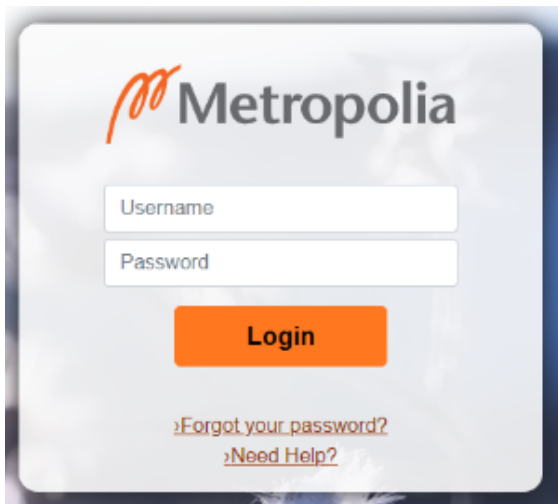
How does it work?

Via browser interface, you can transfer a PDF document in to the system and select your printing options. You can pick up the print job from a multifunction printer jus like all print jobs.
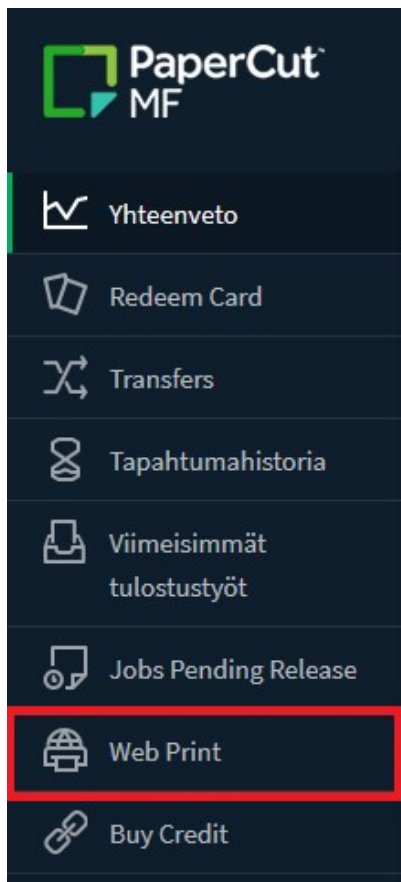
How do I use it?

1. Browse to https://print.metropolia.fi and login with your Metropolia user ID.
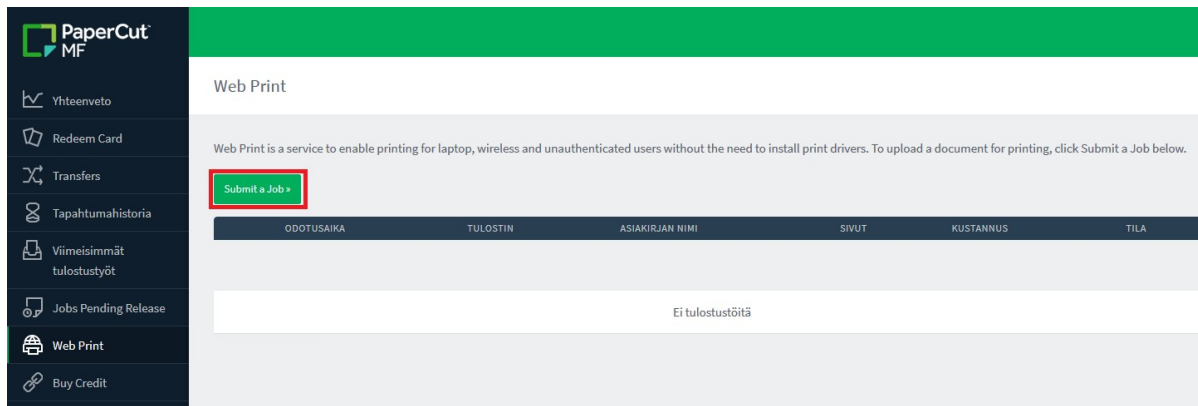
The service can be accessed also from outside of Metropolia.

2. In the panel on the left, select **Web Print**.

3. Click on **Submit a Job**.

4. Select a printer that suits your needs and click on **2. Print Options and Account Selection**.

Notice!

You can pick up A4 print jobs from any multifunction printer.
A3 print jobs must be picked up from a A3 multifunction printer.

At the moment you can print to A4 color and black and white queues only.

Web Print

Select a printer:

PRINTER NAME ▼	SIJAINTI / OSASTO
papercut\Canon Color Print A4 WP (virtual)	A4, 2-sided Printing, Auto [Color/B&W]
papercut\Canon Color Print A4 WP 1-sided (virtual)	A4, 1-sided Printing, Auto [Color/B&W]
papercut\Canon Print A4 WP (virtual)	A4, 2-sided Printing, Black and White
papercut\Canon Print A4 WP 1-sided (virtual)	A4, 1-sided Printing, Black and White

« Back to Active Jobs

2. Print Options and Account Selection »

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5. Select the number of copies and the account to be charged. You can also use a shared account if it is available. Click on **3. Upload Document**.

Web Print

1. Printer   2. Options   3. Upload

Options

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« 1. Printer Selection

3. Upload Documents »

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6. You can adda job by dragging it to **Drag files here,** or you can click on **Browse** and select a document to be printed. Next, click on **Open**.

Don't forget that the file must be in PDF format.

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7. Check that you have selected the right files and click on **Upload & Complete**.

Web Print

1. Printer   2. Options   3. Upload

Upload

Select documents to upload and print

Drag files here

Upload from computer

The following file types are allowed: PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

« 2. Print Options

Upload & Complete »

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8. PaperCut begins to process the print job.

9. The job is processed. You can now pick up the document from the nearest multifunction printer.

Multifunction device locations

PaperCut - Web Print