

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.

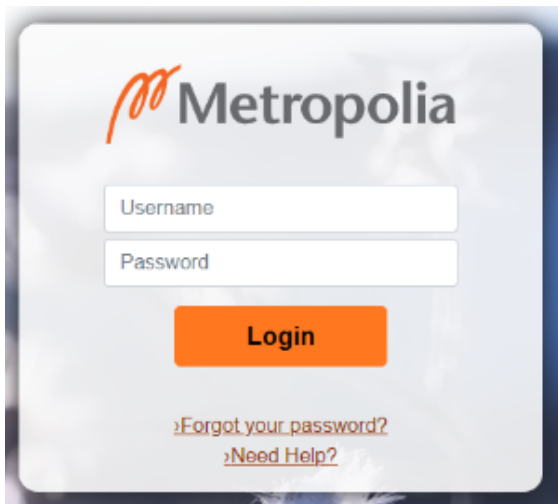
How does it work?

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 just like all print jobs.

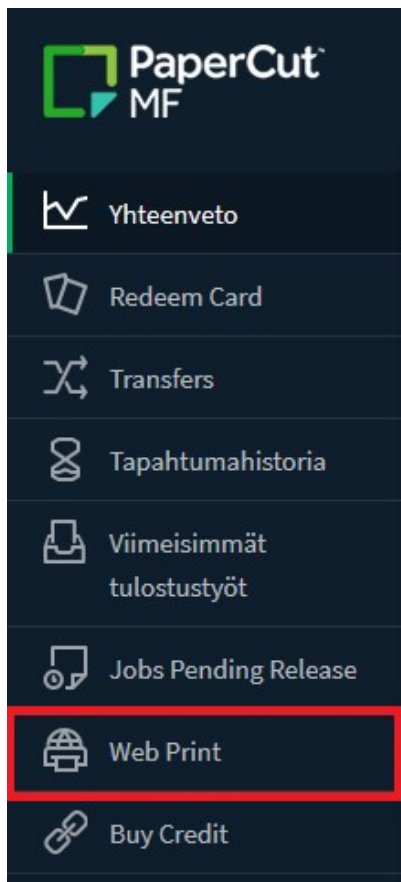
How do I use it?

1. Browse to <https://print.metropolia.fi> and login with your Metropolia user ID.

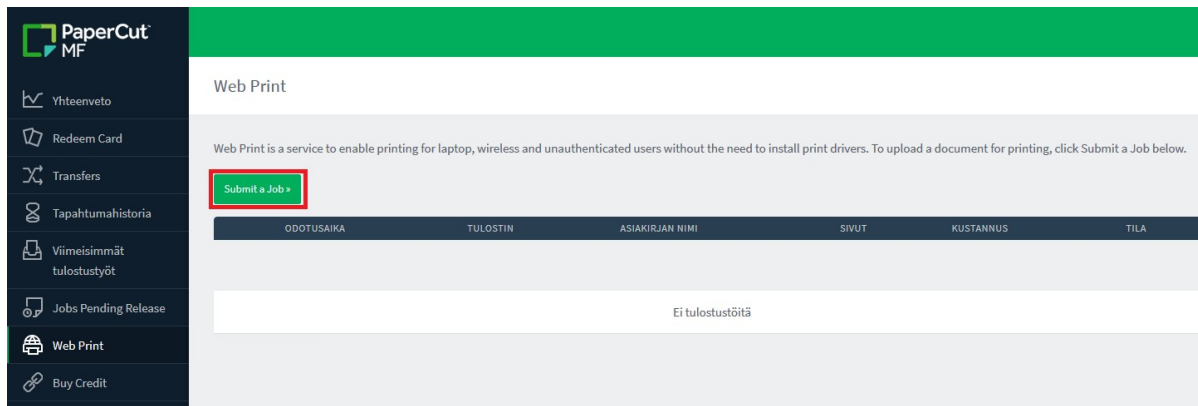
The service can be accessed also from outside of Metropolia.



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.

Select a printer:

PRINTER NAME ▼	SIJAINITI / OSASTO
<input type="radio"/> papercut\Canon Color Print A4 WP (virtual)	A4, 2-sided Printing, Auto [Color/B&W]
<input type="radio"/> papercut\Canon Color Print A4 WP 1-sided (virtual)	A4, 1-sided Printing, Auto [Color/B&W]
<input type="radio"/> papercut\Canon Print A4 WP (virtual)	A4, 2-sided Printing, Black and White
<input type="radio"/> 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 »](#)

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**.

Options

Kopioita


[« 1. Printer Selection](#)[3. Upload Documents »](#)

6. You can add a 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.

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

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 »](#)

8. PaperCut begins to process the print job.



Your document was successfully submitted. See the table below to track its status.

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job »](#)

ODOTUSAIKA	TULOSTIN	ASIAKIRJAN NIMI	SIVUT	KUSTANNUS	TIILA
30.12.2020 17:01:39	papercut(Canon Print A4 WP)	TESTIFILE A4 2-sivuinen.pdf			Submitting: Queued in position 1.

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

Jobs Pending Release

1 job pending release with cost 0.06€

Virkistä (52) [Virkistä nyt](#)

Your balance: -49.35€

[Vapauta kaikki](#)

[Peruuta kaikki](#)

ODOTUSAIKA	TULOSTIN	ASIAKIRJA	ASIAKAS	SIVUT	HINTA	TOIMI
30.12.2020 17:03:12	papercut(Canon Print A4 WP)	TESTIFILE A4 2-sivuinen.pdf	Web Print	2	0.06€	[tulosta] [peruuta]

Multifunction device locations

PaperCut - Web Print