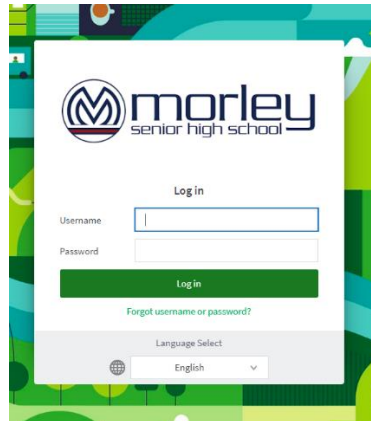


MSHS PRINT GUIDE

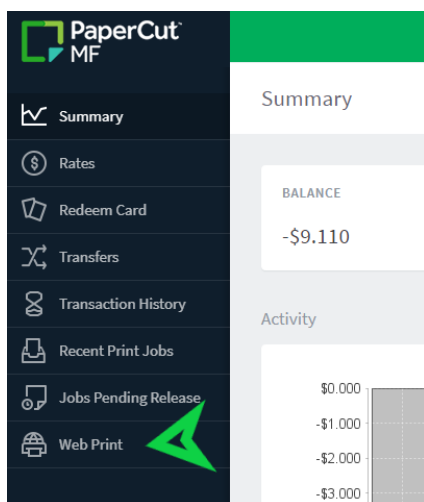
How to Print using Paper cut's Web Print.

1. Click on the [MSHS Print](#) shortcut on the BYOD.
2. Login to the portal



Students can login to our school's Paper cut site using their student login ID and the School login password. This log in information is provided to you by the school however if you are new and yet to receive them, please contact the school ICT office.

3. Click on Web Print



4. Click on submit a job and explore it.

5. Select the printer you would wish to print either Kyocera or Xerox.

The screenshot shows the 'Web Print' interface of the PaperCut MF system. On the left is a dark sidebar with navigation links: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, and Web Print. The main content area has a green header with the PaperCut MF logo. Below the header, a progress bar shows three steps: 1. Printer (active), 2. Options, and 3. Upload. The 'Select a printer:' section includes a search bar and a table with two printer options:

PRINTER NAME	LOCATION/DEPARTMENT
<input type="radio"/> e4051s01sv010[Kyocera_Secure_Print_x64 (virtual)]	Kyocera Secure Print release queue
<input checked="" type="radio"/> e4051s01sv010[Xerox_Secure_Print_x64 (virtual)]	

At the bottom, there is a button labeled '< Back to Active Jobs' and a green button labeled '2. Print Options and Account Selection >'. A green arrow points from the 'Web Print' link in the sidebar to the printer selection area.

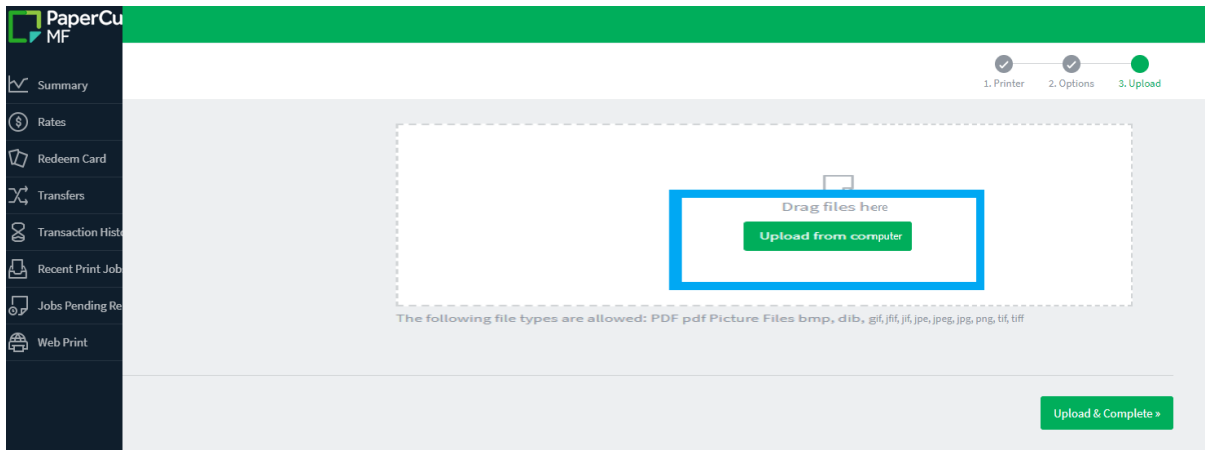
6. Click on the Print Options and Account Selection

This screenshot is identical to the previous one, showing the 'Web Print' interface with the printer selection table. A large green arrow points from the right side of the screen towards the '2. Print Options and Account Selection >' button.

7. Choose how many copies you would like to print.

The screenshot shows the 'Options' screen in the PaperCut MF system. The progress bar at the top now shows: 1. Printer, 2. Options (active), and 3. Upload. The 'Options' section contains a 'Copies' field with the value '1' highlighted by a blue rectangular box. At the bottom, there is a button labeled '< 1. Printer Selection' and a green button labeled '3. Upload Documents >'. The 'Web Print' link in the sidebar is now disabled.

8. Click on Upload Documents.
9. Click Upload from computer. The following file types are allowed: PDF, Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff. If you are printing Word documents kindly save as pdf and print or use one of the school computers to login and print.



10. Then Upload and Complete.
11. Collect your prints from a nearby selected printer either Kyocera or Xerox (Library).
12. Enter your 4- digit pin and release your print from printer.