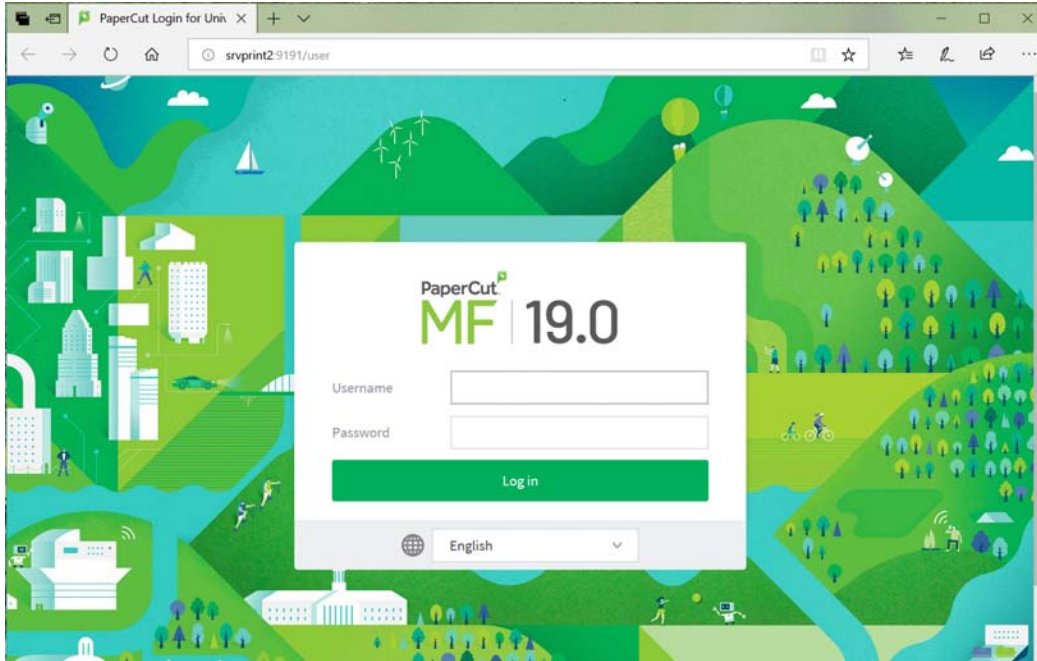


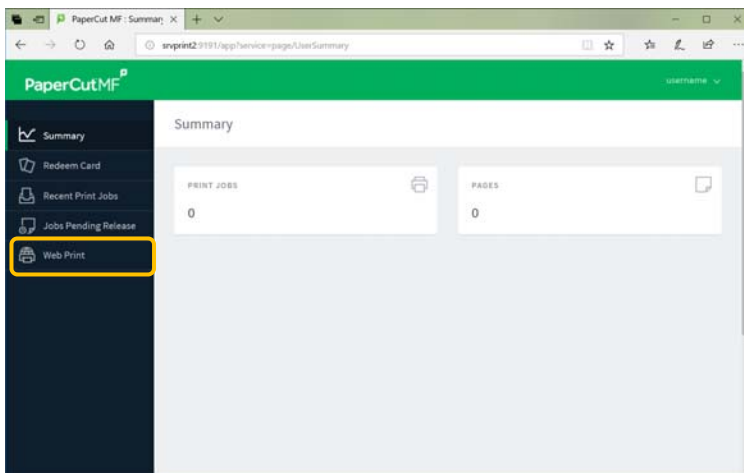
## Printing from a Laptop with PaperCut

In order to print from your laptop you will now be required to use the WebPrint feature via the Paper Cut website <https://print.dentistry.utoronto.ca:9192/user>

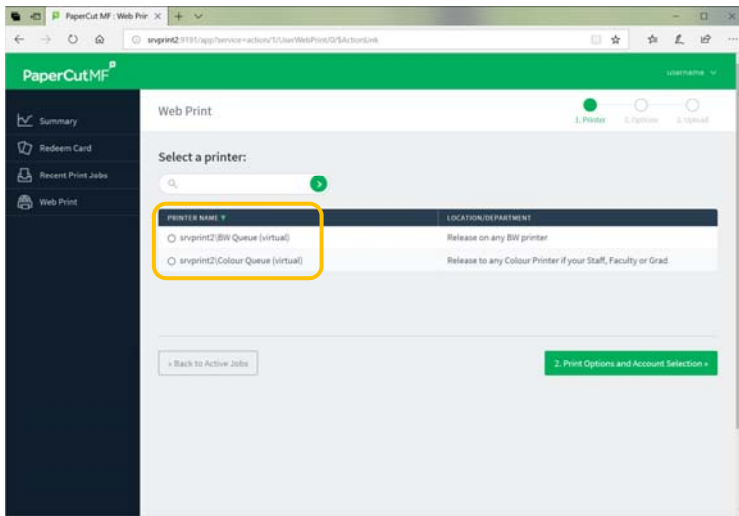
1. Login with your DentID username and password (which you would normally use to login to your Dentistry computer account).



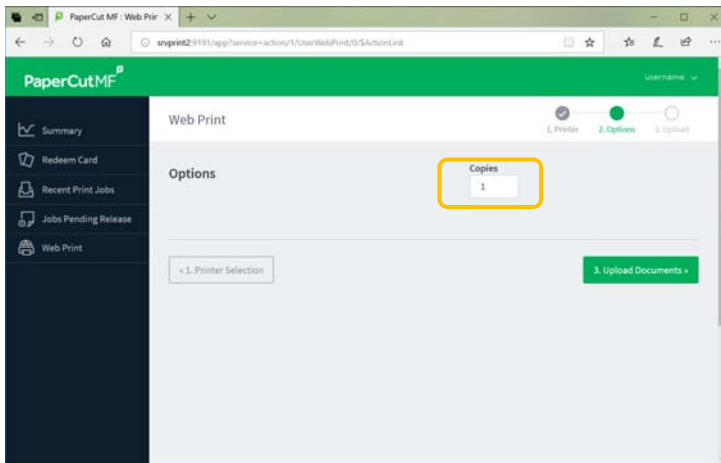
2. Click on *WebPrint* in the main menu.



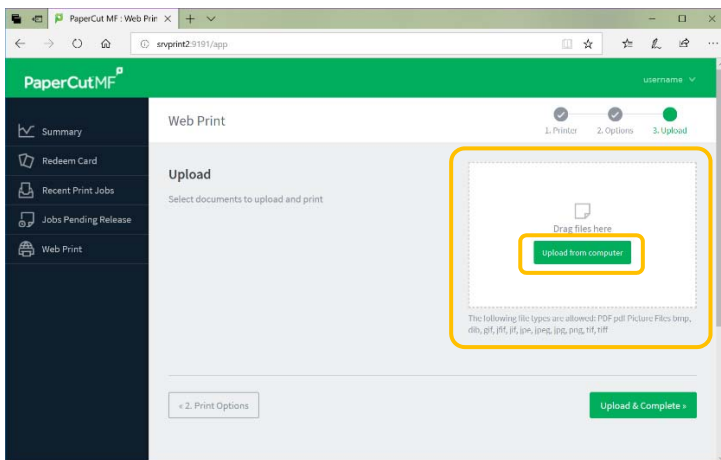
3. Select the printer you wish to send your job to. Colour printing is only available to Staff, Faculty and Grad Students



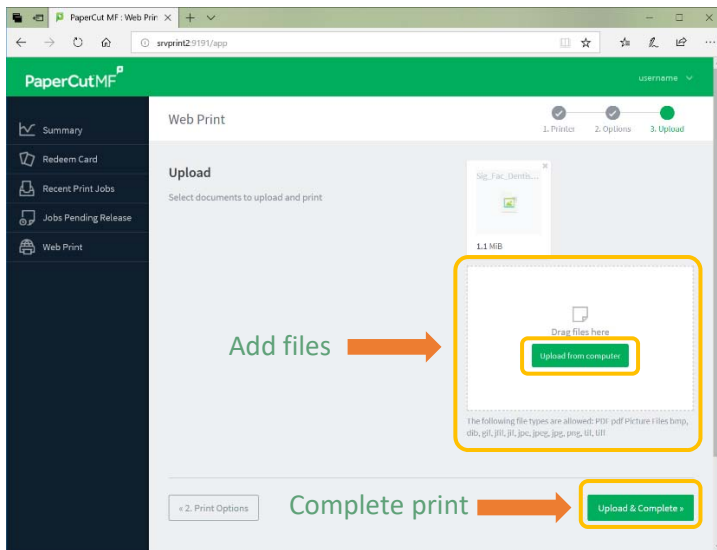
4. Select the number of copies you wish to print.



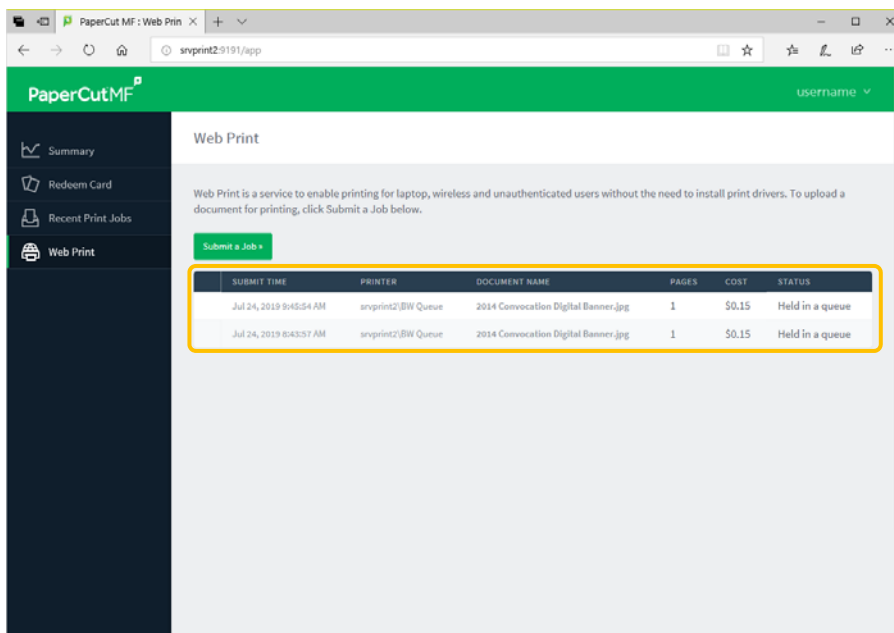
5. Drag your file to the white upload window OR click the green *Upload* button.  
**Note:** You can only print PDF files and some image files using this feature.  
 You may need to save your file as a PDF within the application it was created.



6. Once your file is uploaded you may select additional files to print OR submit your job by clicking the *Upload & Complete* button.



7. Your job will now appear in the print queue and will be available at either the Colour Queue or BW Queue printers depending on what you selected. The number of pages and cost of the print job will also be available. Print jobs will be held in the queue for 4 hours after which they will be cancelled.



8. If you wish to view previous jobs click on *Recent Print Jobs* in the side menu. In this view you will see previous jobs, number of pages, cost and the status of the job.

PaperCut MF: Recent Print Jobs

svrprint2:9191/app/service-page/UserPrintLogs

username

Summary

Redeem Card

Recent Print Jobs

Web Print

### Recent Print Jobs

Filter on

DATE	CHARGED TO	PRINTER	PAGES	COST	DOCUMENT NAME	ATTRIBS.	STATUS
Jul 19, 2019 1:02:50 PM	username	svrprint2\C colour Queue	3 (Color: 3)	\$0.45	UoT_StyleGuide_2011_NEWcondensed.pdf	LETTER (ANSI_A)	Cancelled Not Charged
Jul 19, 2019 1:01:14 PM	username	svrprint2\C colour Queue	1 (Color: 1)	\$0.15	Slg_Fac_Dentistry_655.jpg	LETTER (ANSI_A)	Cancelled Not Charged

Export/Print