

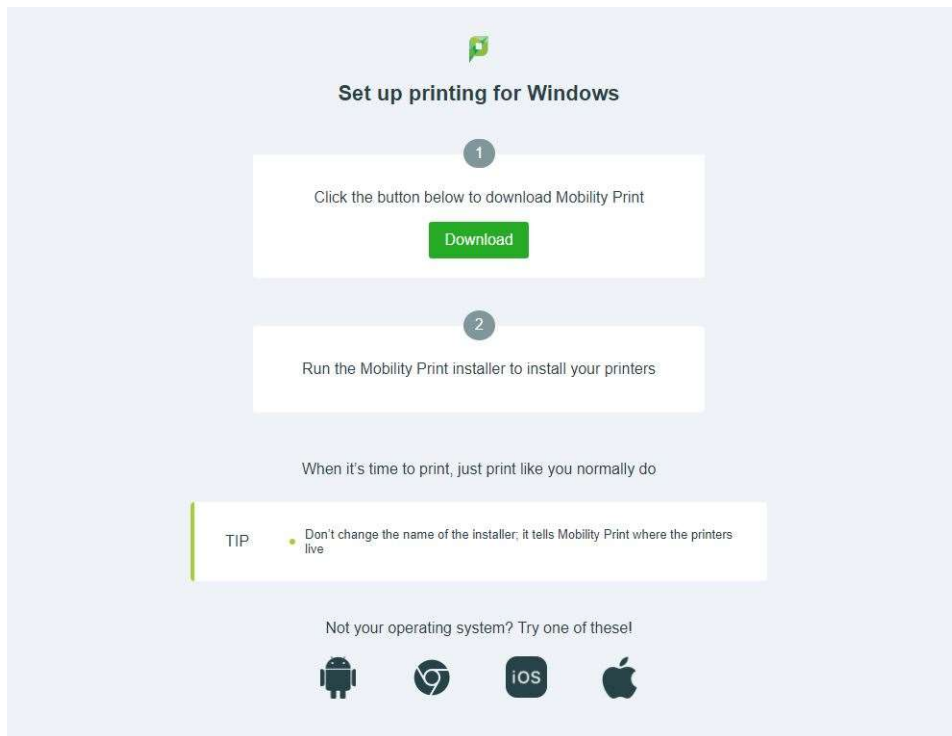
HOW TO PRINT TO LIBRARY STUDENT PRINTER

Key Links:

- URL to log into Papercut and add funds: <https://papercut.mbts.edu/user>
- URL to download Mobility Print App: <https://studentprint.mbts.edu>

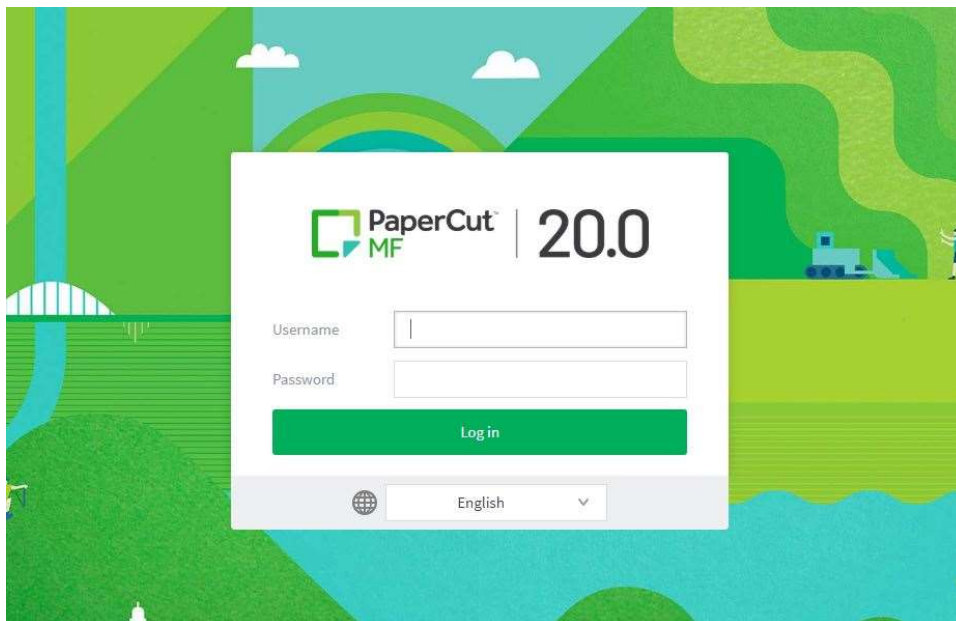
Printing to the library student printer for the first time.

1) Navigate to mobility print (<http://papercut.mbts.edu:9163/setup>) and download mobility print. Run this application to set up the student printer on the machine.



2) Navigate to PaperCut (<https://papercut.mbts.edu/user>) to add credit to your student account.

- Navigate to PaperCut



- Select “Add Credit” on the left hand side of the screen.

Summary

| | | |
|---------|------------|-------|
| BALANCE | PRINT JOBS | PAGES |
| \$1.90 | 3 | 3 |

Activity

Balance history for cwebster12953

| Day | Balance |
|--------|---------|
| 28 Aug | \$0.00 |
| 4 Sep | \$0.00 |
| 11 Sep | \$1.90 |
| 18 Sep | \$1.90 |

Environmental Impact

- 0.0% of a tree
- 38 g of CO2
- 2.4 hours running a 60W light bulb

Since Sep 9, 2020

Environmental Dashboard

- Select the amount to added from the selection box and then click “Add Value”

PaperCut MF

- Summary
- Rates
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Add Credit

Add credit using Authorize.Net

Username: cwebster12953 (Christopher Webster)

Current balance: \$1.90

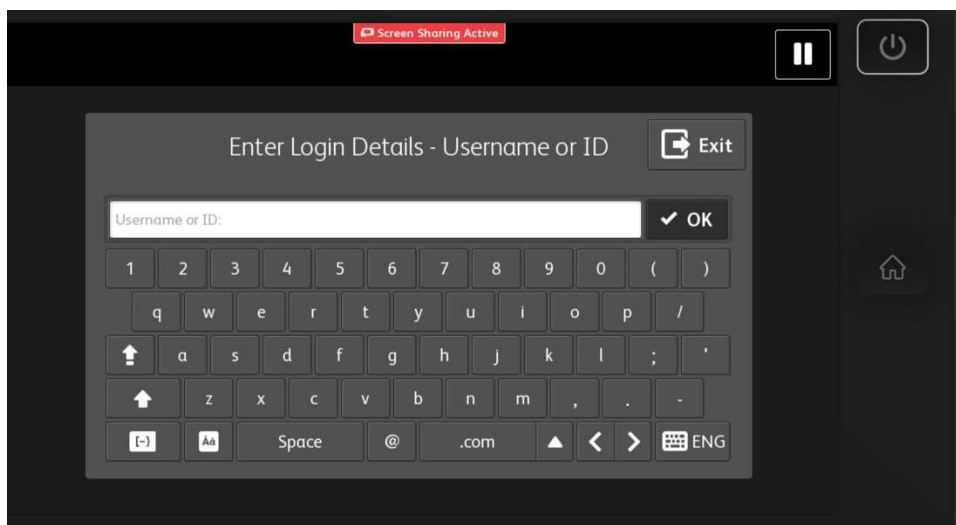
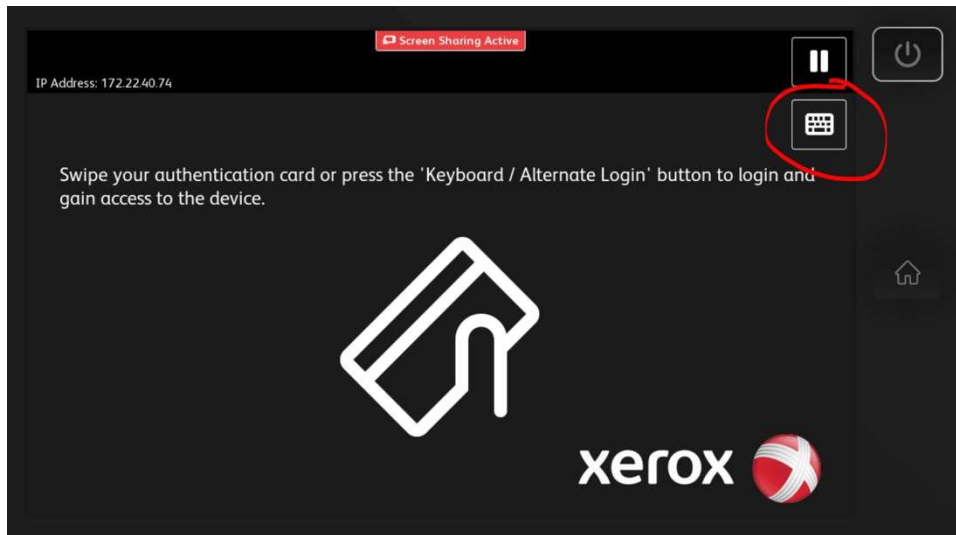
Amount to add:

- Enter your credit / debit card information into the Authorize.net webpage.

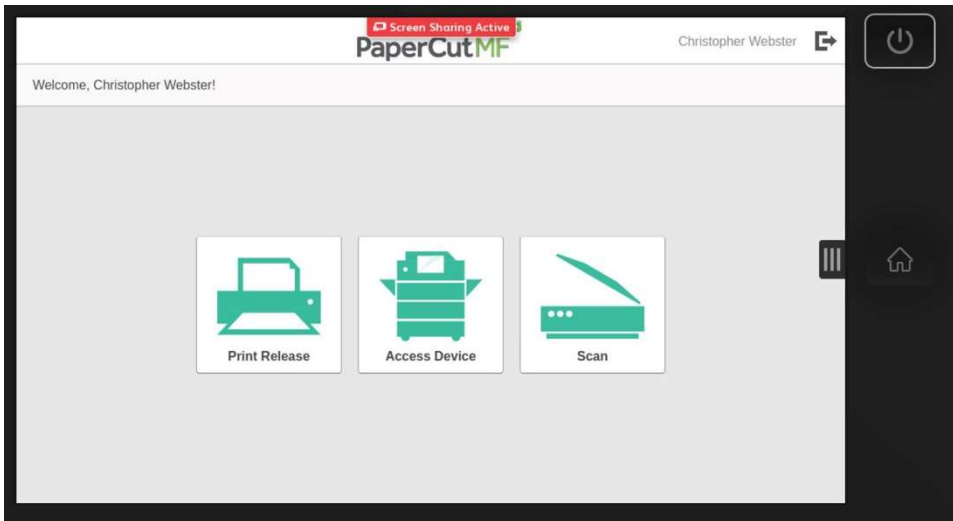
| | | |
|---|----------------------|---|
| Order Information | | * Required Fields |
| Description: Credit for print account | | Invoice Number: |
| | | Total: \$5.00 (USD) |
| Payment Information | | |
| | | |
| Card Number: | <input type="text"/> | (enter number without spaces or dashes) |
| Expiration Date: | <input type="text"/> | (mmyy) |
| Billing Information | | |
| Customer ID: | cwebster12953 | |
| First Name: | <input type="text"/> | Last Name: <input type="text"/> |
| Company: | <input type="text"/> | |
| Address: | <input type="text"/> | |
| City: | <input type="text"/> | |
| State/Province: | <input type="text"/> | Zip/Postal Code: <input type="text"/> |
| Country: | <input type="text"/> | |
| Email: | <input type="text"/> | |
| Phone: | <input type="text"/> | |
| Fax: | <input type="text"/> | |
| Shipping Information | | |
| <input type="checkbox"/> Copy Billing Information to Shipping Information | | |
| First Name: | <input type="text"/> | Last Name: <input type="text"/> |
| Company: | <input type="text"/> | |
| Address: | <input type="text"/> | |
| City: | <input type="text"/> | |
| State/Province: | <input type="text"/> | Zip/Postal Code: <input type="text"/> |
| Country: | <input type="text"/> | |
| <input type="button" value="Pay Now"/> | | |

3) Print as normal from any application on your machine. Then go to the physical student printer to release your printer job for printing.

- Enter your student credentials to log into the machine.



- Select "Print Release"



- Select the print job from the provided job and then hit “Print”

