



About PaperCut MF

PaperCut MF is a comprehensive print management system that can be securely accessed from anywhere on the network through a web browser.

Key benefits are:

- You can print immediately without finding, installing and correctly configuring print drivers.
- Our overall cost of supporting print services is kept to a minimum.
- Print from any location on or off site.
- You can track usage, transfer funds, request refunds, upload and print documents from your computer.

How it Works

You will use a web browser to interact with the Printing Service. The service will guide you through a simple process of:

- Identifying yourself
- Choosing a printer
- Setting print options
- Choosing a document to print

A status window will then keep you apprised of the status of your request, and prompt for additional information if necessary. You should leave this status window open until your request is complete.

The server will process your request, send the print data to the selected printer, and then delete your document. If the printer is attached to a print management station, you will need to identify and release your document at the station.

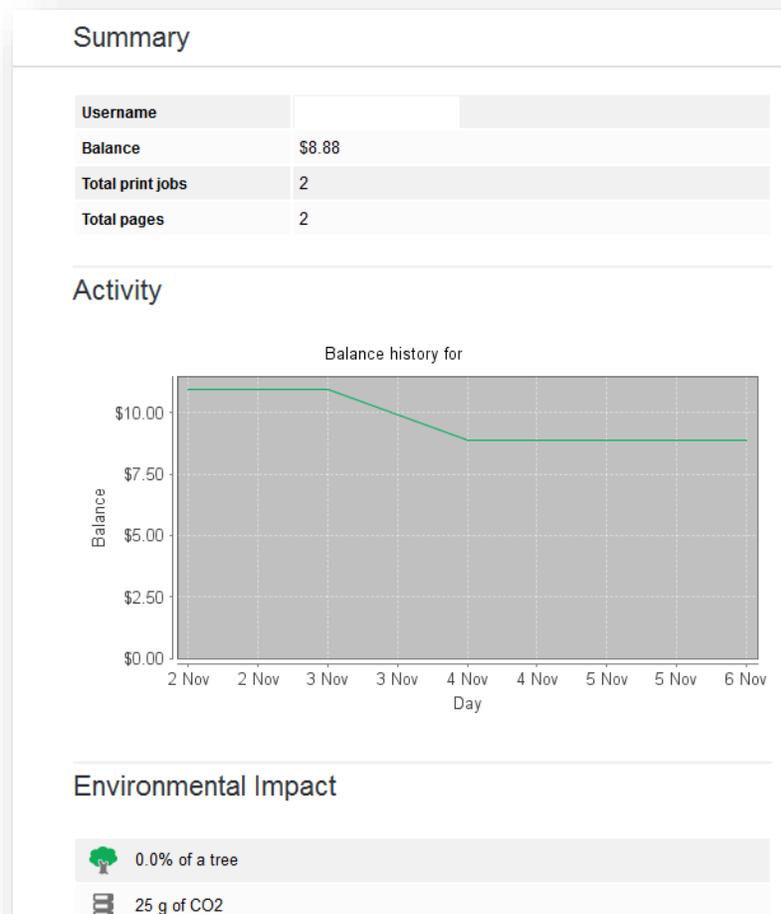
The User Web Pages provide a range of services, including:

- **Summary**: A summary of usage and balance history.
- **Rates**: The current costs for printing usage.
- **Transfers**: Transfer funds to other users.
- **Transaction History**: A history of balance transactions.
- **Recent Print Jobs**: A list of the user's recent printing.
- **Jobs Pending Release**: Print jobs pending release (when using a release station).



1. Summary

This page provides a summary of the information most important for you, including your current card balance, a summary of your printing usage, and a graph of your card balance history.



2. Rates

The rates page lets you know the printing costs associated with each printer. It also includes a description of how their internet usage will be charged. Displaying costs is a good way for you to find the most cost effective way to manage your printing.

studentprint/Library 1				
Size	Color	Grayscale	Color duplex	Grayscale duplex
LETTER (ANSI_A)	\$0.65	\$0.12	\$0.65	\$0.12
LEGAL (LEGAL-14)	\$0.65	\$0.12	\$0.65	\$0.12
11X17 (Ledger)	\$0.65	\$0.12	\$0.65	\$0.12
Default (other sizes)	\$0.65	\$0.12	\$0.65	\$0.12



3. Transfers

This page allows you to transfer credit to other users. Transferring balance can be useful in situations such as:

- A student transferring credit to a fellow student for printing something for them.
- A teacher transferring credit to a student for extra printing.

Transfers

Transfer from

Available credit \$8.88

Amount \$0.00

Transfer to user

Comment

Transfer

4. Transaction History

The transaction history page displays your balance history in detail. Here you can see how, when and why your card balance was affected. If there is ever doubt about why your card balance is at the current amount, or what you have been spending their credit on, the transaction history page has the answer.

Transaction History

Filter on [edit] [remove]

Transaction Date ▼	Transacted By	Amount	Balance After	Transaction Type	Comment
Nov 4, 2015 1:08:21 PM	[system] (account)	-\$1.82	\$8.88	External adjustment	[external balance change]
Nov 4, 2015 9:47:16 AM	[system] (print)	-\$0.12	\$10.70	Printer Usage	
Nov 4, 2015 9:23:12 AM	[system] (print)	-\$0.12	\$10.82	Printer Usage	
Nov 3, 2015 9:11:35 AM	[system] (account)	\$10.94	\$10.94	Printer Usage	

[Export/Print](#) [print] [pdf] [excel]

Printer Usage

- o Printer: studentprintLibrary 1
- o Document: Testing New Printers.pdf
- o Total pages: 1
- o Duplex
- o Grayscale
- o Cost: \$0.12

You can *filter* and customize *your search* results to find exactly what you want.



Transaction History

Filter on [\[hide\]](#)

From date: Time:

To date: Time:

Transacted By:

Transaction Type:

Comment containing:

Transaction Date ▼	Transacted By	Amount	Balance After	Transaction Type	Comment
Nov 4, 2015 1:08:21 PM	[system] (account)	-\$1.82	\$8.88	External adjustment	[external balance change]
Nov 4, 2015 9:47:16 AM	[system] (print)	-\$0.12	\$10.70	Printer Usage	
Nov 4, 2015 9:23:12 AM	[system] (print)	-\$0.12	\$10.82	Printer Usage	
Nov 3, 2015 9:11:35 AM	[system] (account)	\$10.94	\$10.94	External adjustment	[external balance change]

[Export/Print](#)

5. Recent Print Jobs

This page displays your printing history. It allows you to see the cost of your print jobs, or to find a particular print job. The filter criteria allows for many different views of printing, and can be used to easily drill-down to find the information required.

Recent Print Jobs

Filter on [\[edit\]](#) [\[remove\]](#)

Date ▼	Charged To	Printer	Pages	Cost	Document Name	Attribs.	Status
Nov 4, 2015 9:33:03 AM		studentprint:Library 1	1 (Color: 0)	\$0.12	Testing New Printers.pdf	LETTER (ANSI_A) Duplex: Yes Grayscale: Yes 103 kB PostScript Web Print	Printed
Nov 4, 2015 9:19:31 AM		studentprint:Library 1	1 (Color: 0)	\$0.12	Testing New Printers.pdf	LETTER (ANSI_A) Duplex: Yes Grayscale: Yes 103 kB PostScript Web Print	Printed
Nov 3, 2015 9:10:04 AM		studentprint:Black and White	1	\$0.12	Testing New Printers.pdf	LETTER (ANSI_A) Duplex: Yes Grayscale: Yes 103 kB PostScript Web Print	Cancelled Not Charged

[Export/Print](#)



6. Jobs Pending Release

This page allows you to view and interact with jobs held in a hold/release queue. From here, jobs that have been held in a managed queue can be canceled. This also allows for you to confirm the cost and details of the job before printing.

Jobs Pending Release

1 job pending release with cost \$0.12 Auto refresh (59) [Refresh Now](#)

Your balance: **\$8.88**

[Cancel All](#)

	Submit Time ▼	Printer	Document	Client	Pages	Cost	Action
	Nov 6, 2015 10:49:13 AM	studentprint/Colour	Testing New Printers.pdf	Web Print	1	\$0.12	[cancel]

7.

Web Print

Web Print is a service for printing documents that are uploaded via a web browser. This provides a simple way to enable printing for students and faculty without the need to install print drivers.

With Web Print you are authenticated when they log into the PaperCut MF user web interface. Any documents you upload can then be tracked against your user name. You will be guided through a wizard where they can select a printer, choose options such as number of copies, and select a document to upload. The document will then be queued for printing and you can track its status from this page.

8. Support

Please contact the Helpdesk:

t: 1 (506) 364-2473

e: helpdesk@mta.ca



Printing from a wireless network or laptop (Web Print)

From a web browser, type
https://studentprint.mta.ca

Type in your MTA **username** (without the @mta.ca), your **password**, and then click **Log in**.

PaperCutMF

Username

Password

Language English

Select the **Web Print** link in the navigation menu.

Click **Submit a Job** to start the Web Print wizard.

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 Time	Printer	Document Name	Pages	Cost	Status
Nov 4, 2015 9:19:27 AM	studentprintBlack and White	Testing New Printers.pdf	1	\$0.12	Finished: Queued for printing

Select a print queue option:

- Black and White
- Colour

Click **2. Print Options and Account Selection** to continue.

1. Printer 2. Options 3. Upload

Select a printer:

Quick Find:

Printer Name ▲	Location/Department
<input checked="" type="radio"/> studentprintBlack and White (virtual)	
<input type="radio"/> studentprintColour (virtual)	

Select the number of copies to print.

Click **3. Upload Documents**

1. Printer 2. Options 3. Upload

Options

Copies:



Upload your document.

Click Upload and Complete.

1. Printer 2. Options 3. Upload

Select documents to upload and print

Testing New ...

0.4 MiB [remove](#)

[Upload from computer](#)

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xlsx, xlsm, xlsx, xltm, xlsx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
Picture Files	bmp, dib, gif, jif, jpe, jpeg, jpg, png, tif, tiff

[« 2. Print Options](#) [Upload & Complete »](#)

Your document sits in a **print queue** (see **Jobs Pending Release** menu).

Web Print

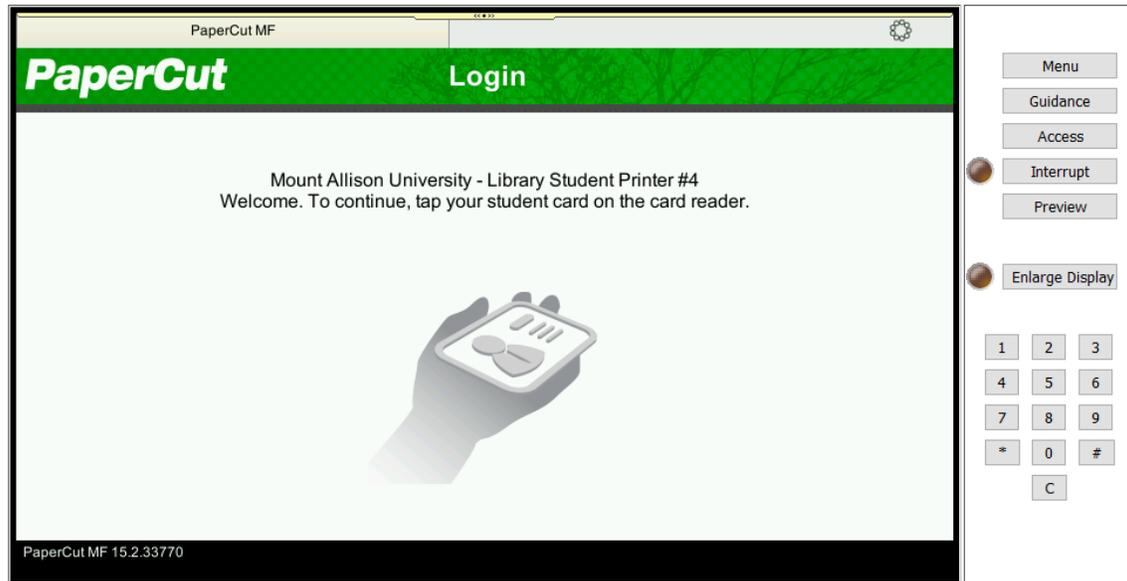
Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click [Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
Nov 4, 2015 9:19:27 AM	studentprint\Black and White	Testing New Printers.pdf	1	\$0.12	Held in a queue



How to release your document

Walk up to the printer. On the printer screen you will see a box asking you to scan your ID card.



Tap your ID card through on the card reader connected to the printer.

Select your print job and hit **Print**.



The print job will be printed. Please don't forget to **Log out** when you are done printing!