



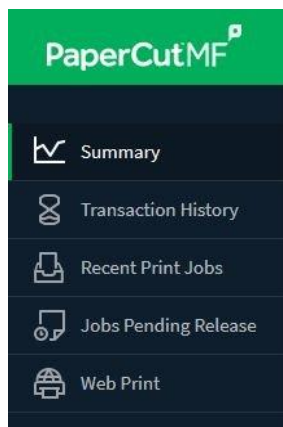
Printing from a Personal Computer

At Montclair State University, printing from personal computers is convenient and accessible to students, faculty, and staff. Users can send print jobs directly from their laptops or personal devices to designated campus printers by connecting to the university's network and using the Webprint service. This allows individuals to print documents from virtually anywhere on campus before releasing them at public or departmental printers. In addition to printing, users can manage their print accounts, monitor balances, and track printing activity through the University's online PaperCut print account, making the process efficient and user-friendly.

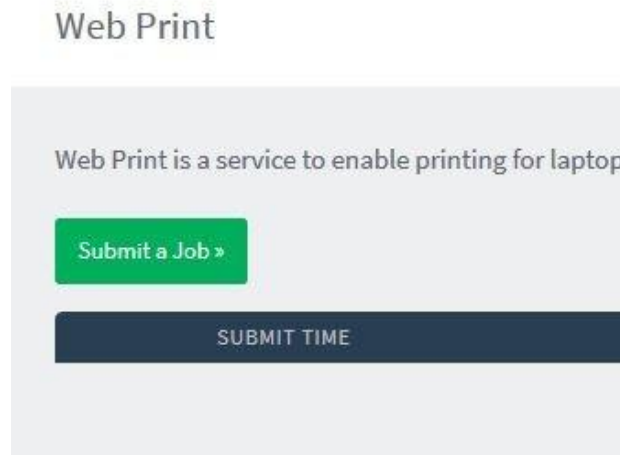
- 1) Go to <http://printit.montclair.edu/> and use **MSU NetID credentials to log into your print account.**

A screenshot of the PaperCut MF login interface. The form is white with a green border. It features the "PaperCut MF" logo at the top. Below the logo are three input fields: "Username" with "MSU NetID" entered, "Password" (empty), and "Language" with a dropdown menu showing "English". A green "Log in" button is at the bottom.

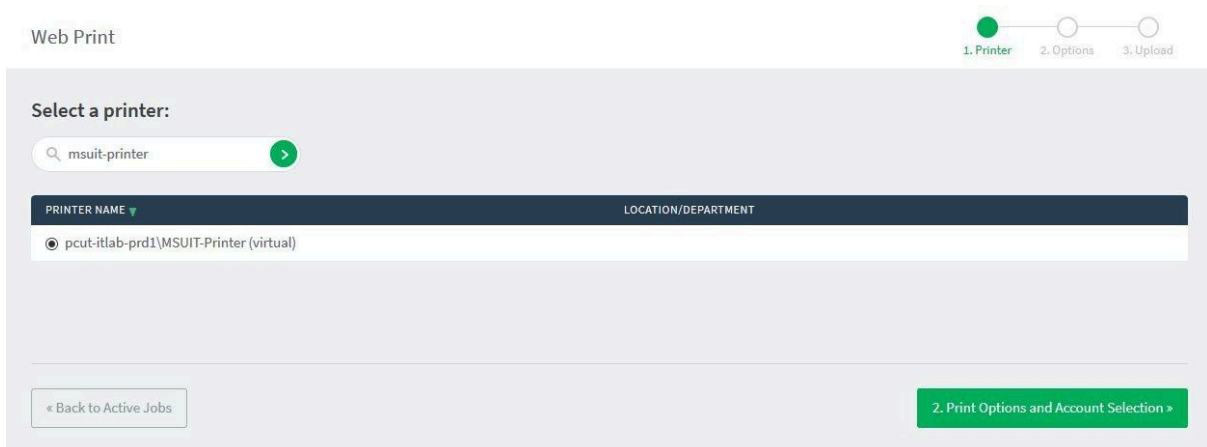
- 2) Once you are logged in, click on the WebPrint link that is located in the Print Accounting menu on the left side of the webpage.



- 3) To begin the file upload, you need to click on the "Submit a Job" button



- 4) In the printer selection field type *msuit-printer* and click on the search arrow round button next to the search field. Once the printer is preselected click on the "Print Options and Account Selection" button in the bottom right corner of the webpage.



- 5) Select how many copies you would like to print



- 6) Upload the file that you wish to print out. Please be aware that only the following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsx, xltm, xltx
Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt PDF pdf Picture Files
bmp, dib, gif, jif, jif, jpe, jpeg, jpg, png, tif, tiff. After you're finished uploading, click Upload & Complete at the bottom right of the webpage.

Web Print

1. Printer 2. Options 3. Upload

Upload
Select documents to upload and print

TEST.docx
11.1 KiB

Drag files here

Upload from computer

The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsx, xltm, xltx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jif, jpe, jpeg, jpg, png, tif, tiff

« 2. Print Options

Upload & Complete »

- 7) If the job uploaded successfully, the status will indicate “Held in a queue”

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.

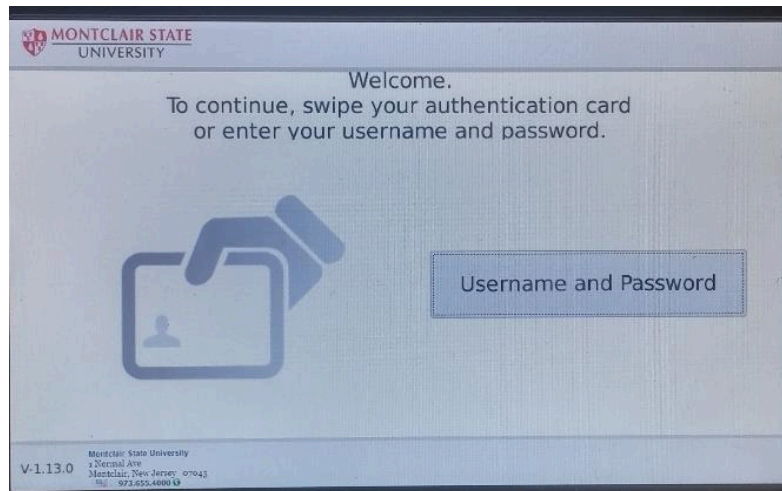
Submit a Job »

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Apr 26, 2018 10:59:27 PM	pcu\itlab-prd1\MSUIT-Printer	TEST.docx	1	\$0.05	Held in a queue

- 8) Please use a touch panel located next to a printer to release the uploaded file. Currently, the release touch panels are available in University Hall, Room 5007 and Sprague Library, Room 132. You can either swipe your student ID to log into the device or enter your NetID credentials manually.



- 9) Swipe your student ID to log into the device or enter your NetID credentials manually.



- 10) After you've logged in, you will be presented with a list of print jobs available to release. Click on the document you wish to print and then select Print Job(s).

