Printing from a Personal Device

1. Make sure you are connected to the Muskego Library Wi-Fi network and your document is saved where you can easily find it. From a phone you may need to put it in your drive or downloads.

2. Go to the website **www.cityofmuskego.org/print**

3. Log in to your PaperCut account, or Register as a new user to create an account if you do not have one.

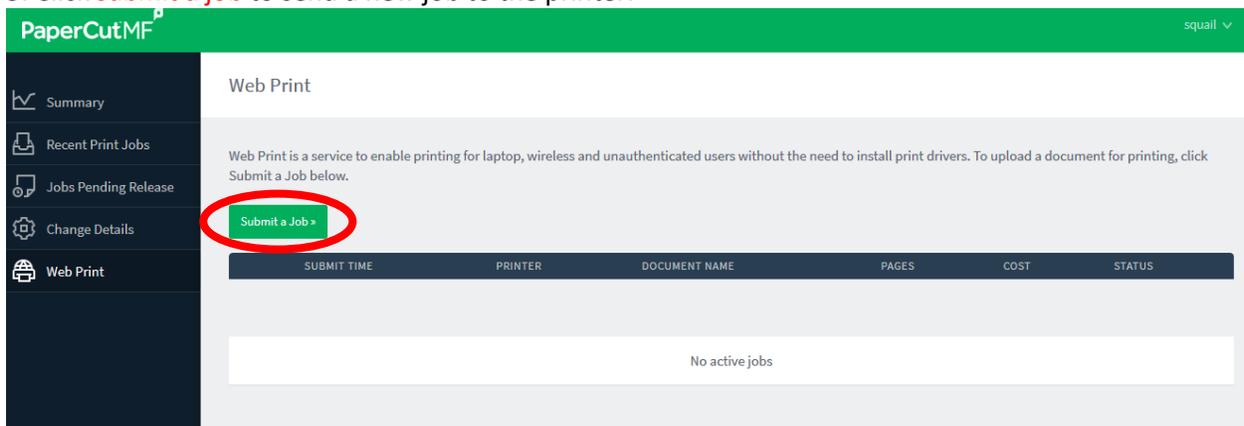From a phone or tablet you may get the follow screen. Select View in Desktop Mode, or skip to step 5.

4. Choose Web Print in the left sidebar.
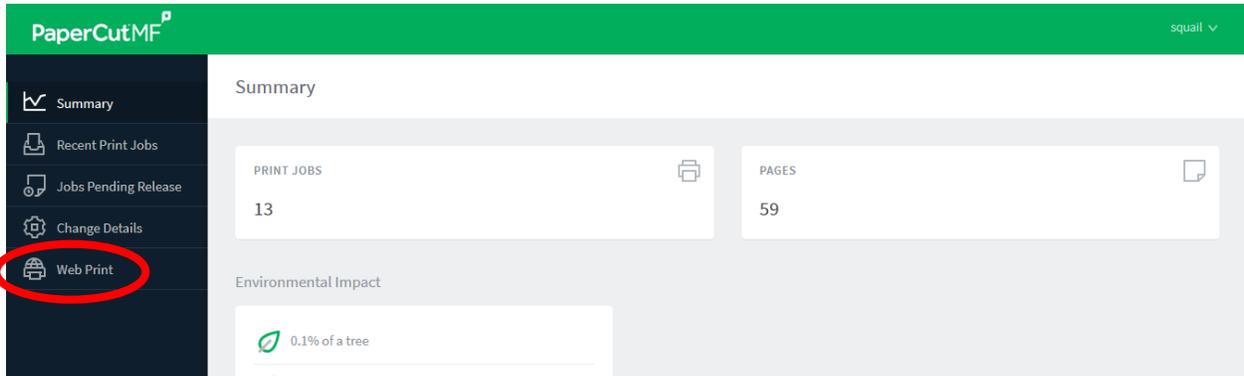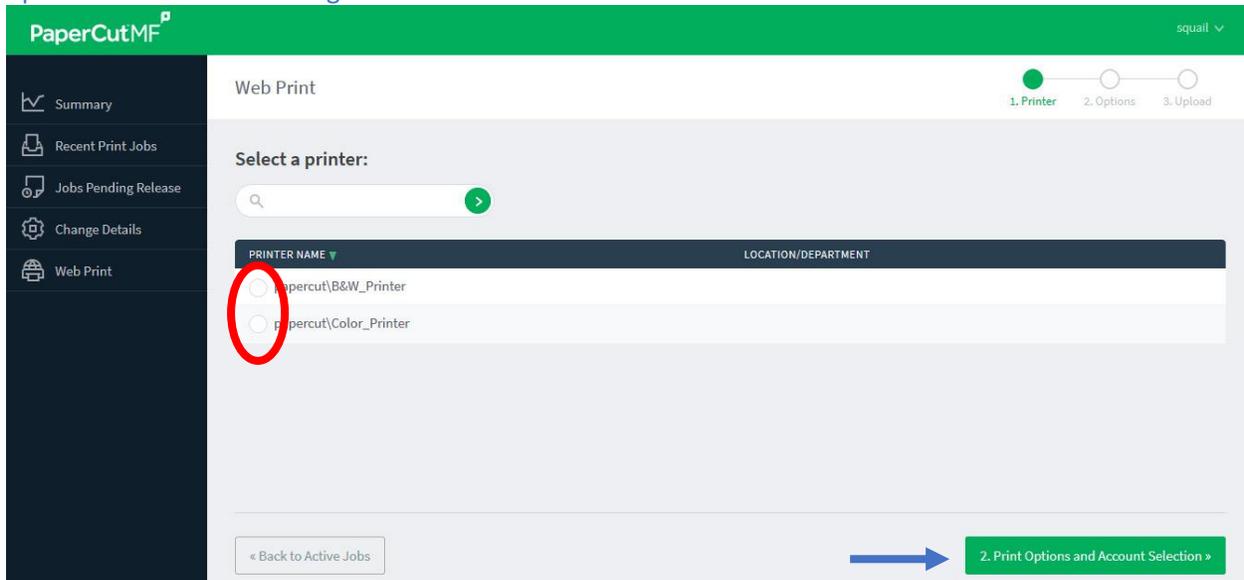

5. Click submit a job to send a new job to the printer.

6. Select if you would like your job to print in black & white (papercut\B&W_printer) or color (papercut\Color_Printer) by clicking circle next to desired printer, then click the button for Printer options and Account Settings.
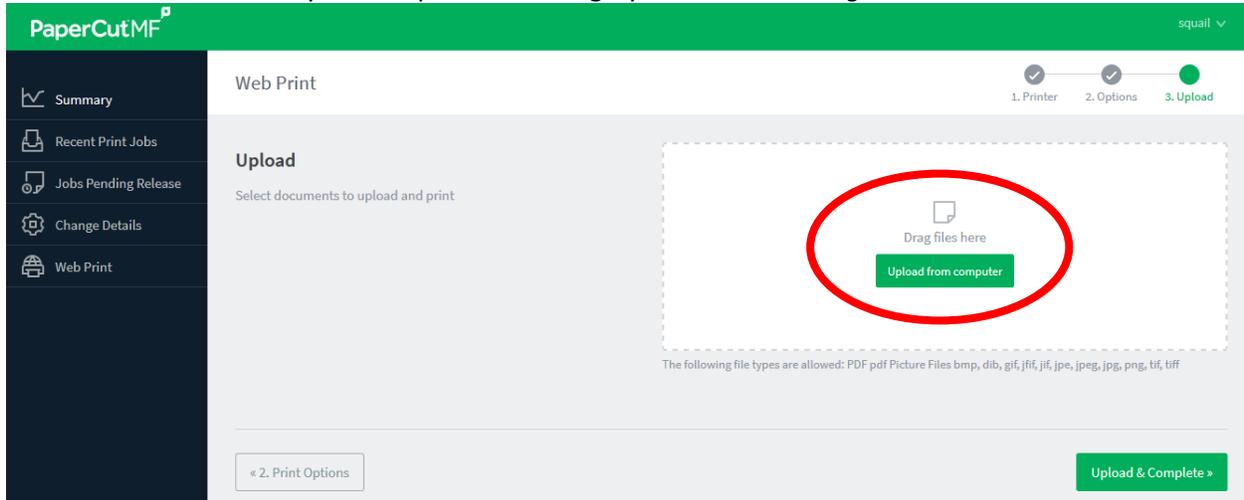
7. Choose the number of copies you would like printed. Default is 1 copy but you can print up to 10 copies by typing the number in box. Then click upload documents to add your file.
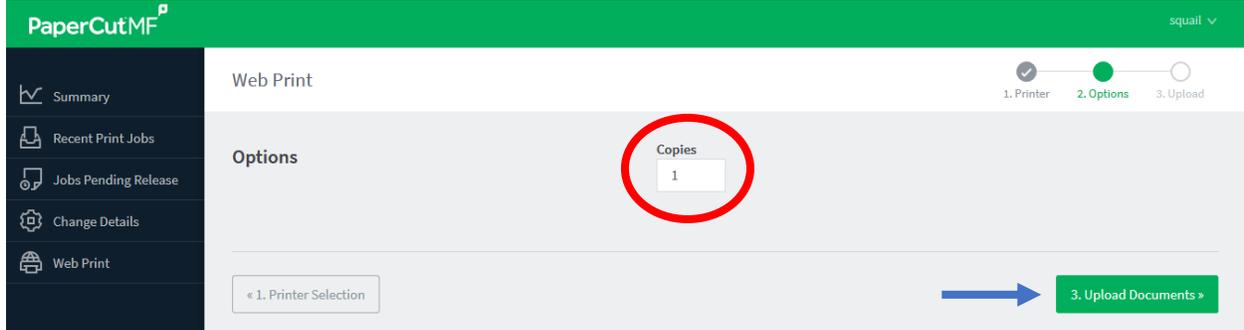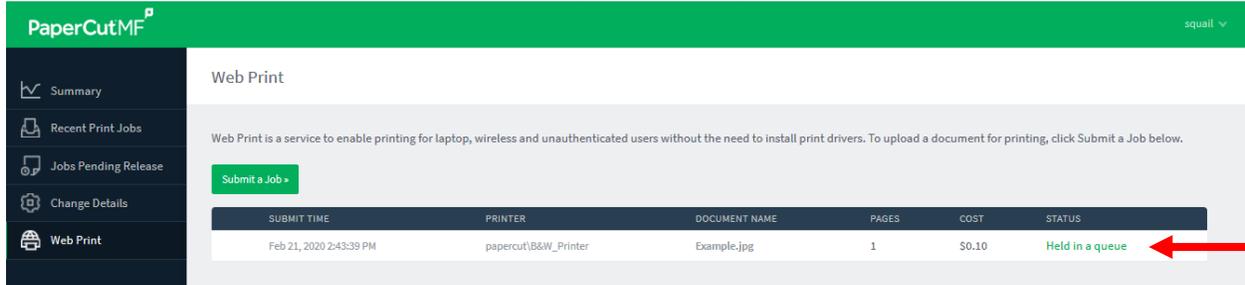

8. Click upload from computer, locate the file you are printing, and double click to add it. Or, drag the item from its location on your computer into the grey area marked *Drag Files Here*.

9. The file name will appear to ensure right document was selected, then click button Upload & Complete to send job to printer.
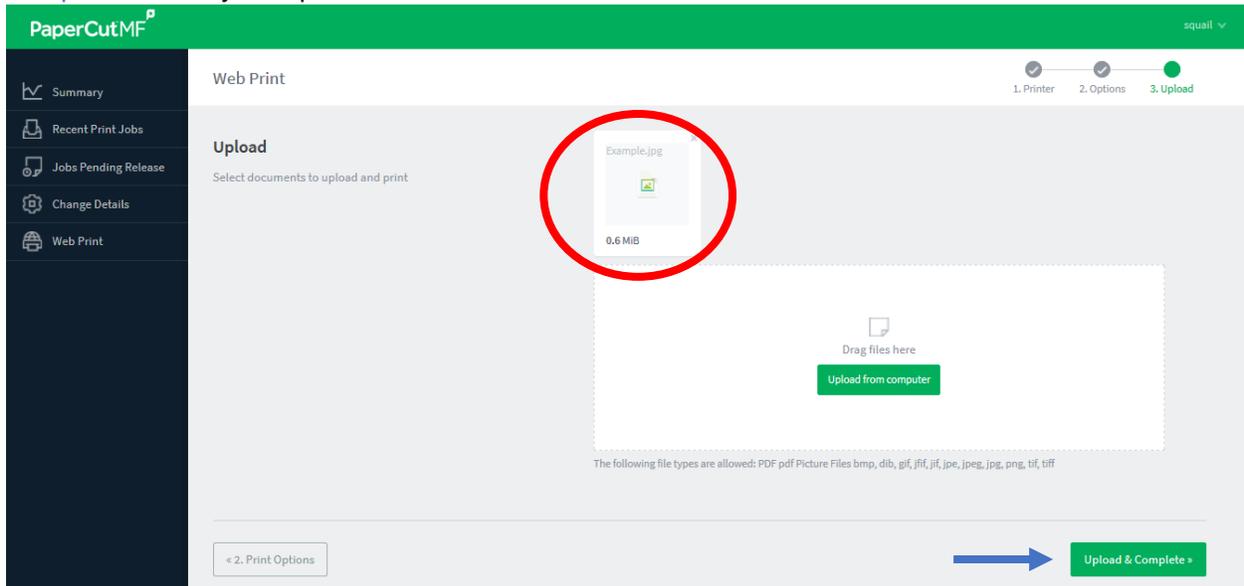
10. When job is marked as held in queue it is ready for you to print at our release station! You can go to the printer now, or send another job by choosing Web Print again.

Helpful Tips:
- Files must be in PDF, JPEG, PNG, GIF or TIF format.
- You may need to take a screenshot of your phone or document if it is not in one of the compatible file formats (for example, an email)