

## 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](http://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.



**Summary**

<b>Username</b>	squail
<b>Balance</b>	\$0.00

**Printing Environmental Impact**

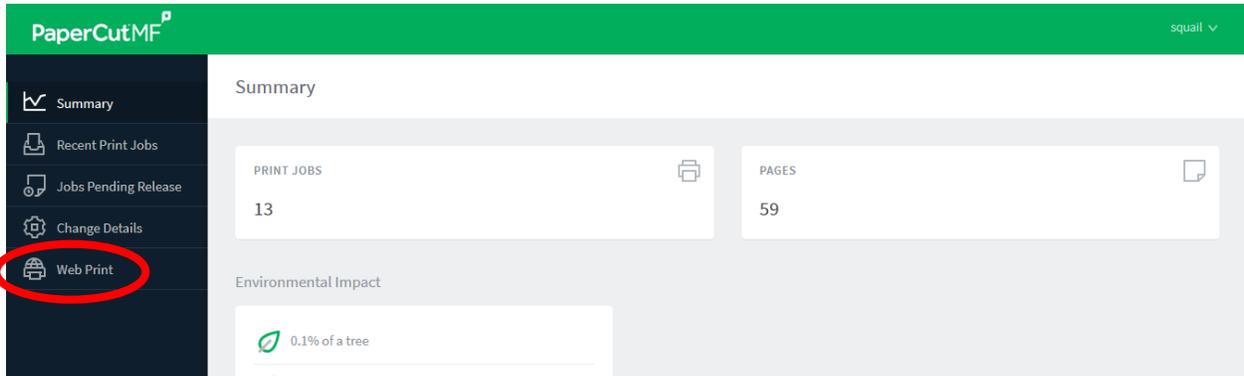
 <b>Trees</b>	0.1% of a tree
 <b>Carbon</b>	211 g
 <b>Energy</b>	13.3 hours
<b>Since</b>	Jan 4, 2019

**Log out**

[View in Desktop mode](#)

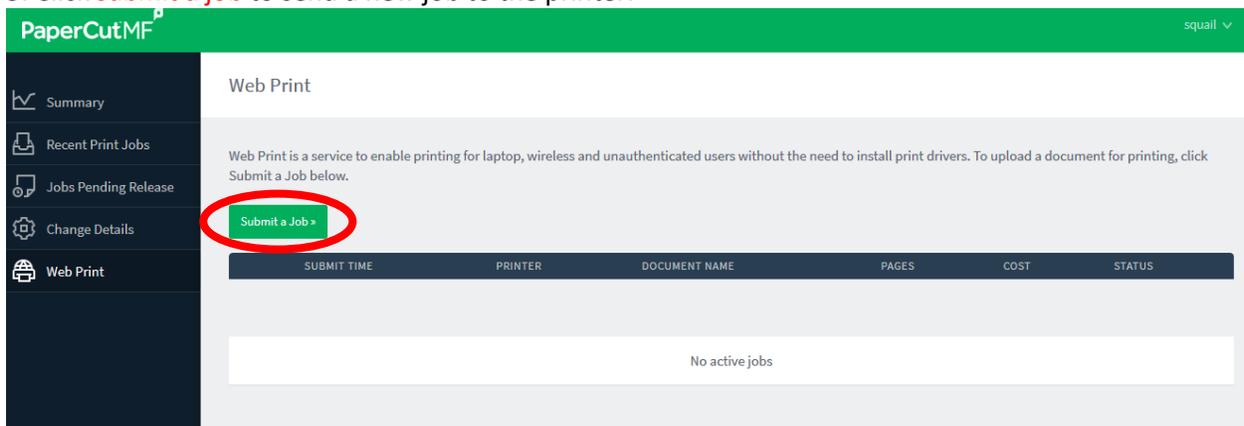
From a phone or tablet you may get the follow screen. Select View in Desktop Mode, or skip to step 5.

4. Choose **Web Print** in the left sidebar.



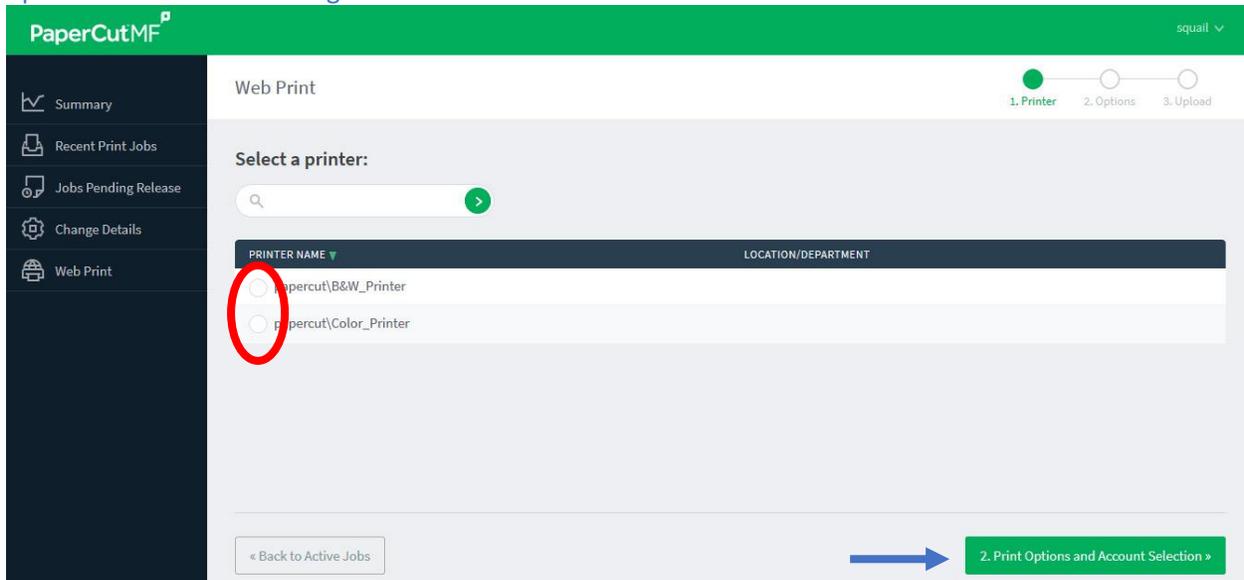
The screenshot shows the PaperCutMF interface. The top navigation bar is green with the PaperCutMF logo and a user profile icon labeled 'squall'. The left sidebar is dark blue and contains several menu items: Summary, Recent Print Jobs, Jobs Pending Release, Change Details, and Web Print. The 'Web Print' item is circled in red. The main content area is titled 'Summary' and displays two summary cards: 'PRINT JOBS' with a value of 13 and 'PAGES' with a value of 59. Below these is an 'Environmental Impact' section showing a progress bar at 0.1% of a tree.

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



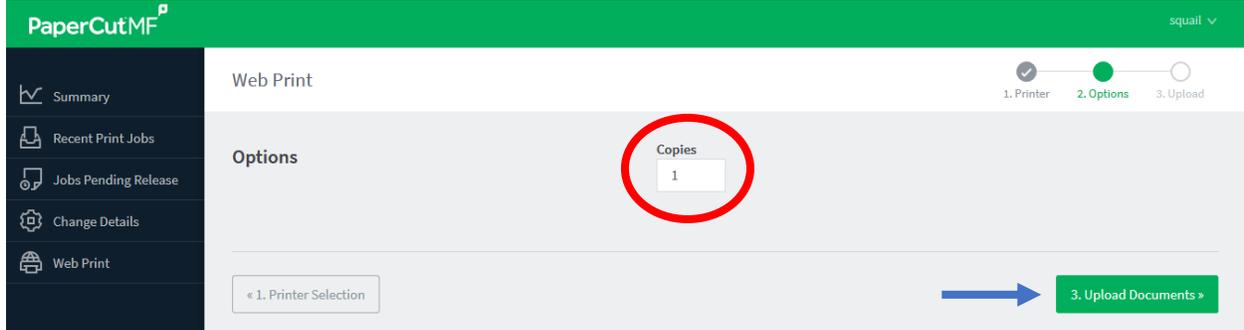
The screenshot shows the PaperCutMF 'Web Print' page. The left sidebar is dark blue and has 'Web Print' selected. The main content area is titled 'Web Print' and contains a description: 'Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.' A green button labeled 'Submit a Job >' is circled in red. Below the text is a table with columns: SUBMIT TIME, PRINTER, DOCUMENT NAME, PAGES, COST, and STATUS. The table is currently empty, with the text 'No active jobs' centered below it.

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**.

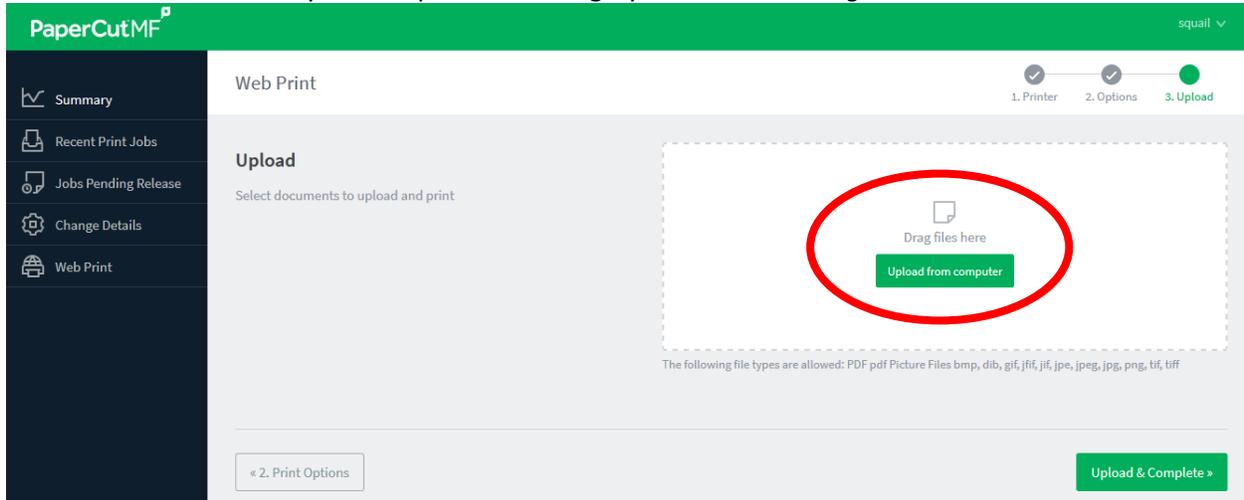


The screenshot shows the PaperCutMF 'Web Print' page at the 'Printer Selection' step. The top navigation bar is green with the PaperCutMF logo and a user profile icon labeled 'squall'. The left sidebar is dark blue and has 'Web Print' selected. The main content area is titled 'Web Print' and features a progress indicator at the top right with three steps: '1. Printer' (active), '2. Options', and '3. Upload'. Below the progress indicator is a search bar with a magnifying glass icon and a green arrow button. A table lists printer options with columns for 'PRINTER NAME' and 'LOCATION/DEPARTMENT'. Two options are listed: 'papercut\B&W\_printer' and 'papercut\Color\_Printer'. The radio button next to 'papercut\B&W\_printer' is circled in red. At the bottom of the page, there is a '« Back to Active Jobs' button on the left and a green button labeled '2. Print Options and Account Selection >' on the right, with a blue arrow pointing to it.

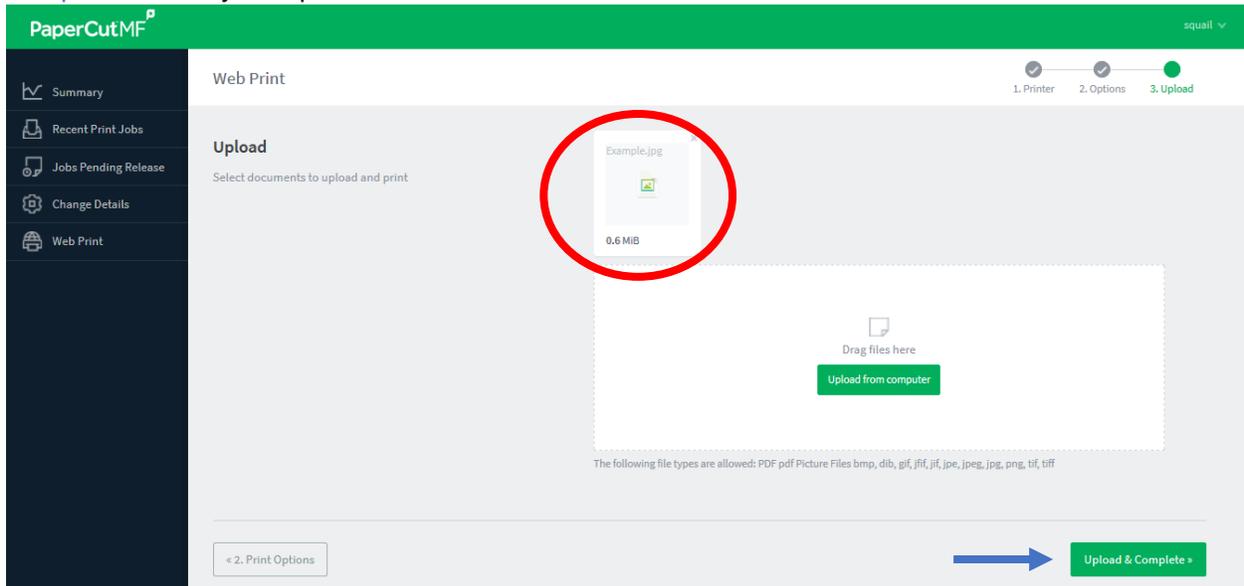
7. Choose the **number of copies** you would like printed. Default is 1 copy but you can print up to 10 copies by typing the number in box. Then click **upload documents** to add your file.



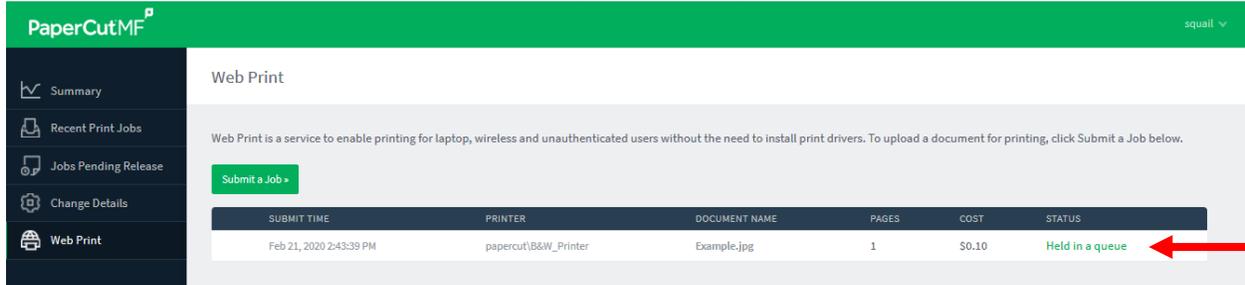
8. Click **upload from computer**, locate the file you are printing, and double click to add it. Or, drag the item from its location on your computer into the grey area marked *Drag Files Here*.



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.



The screenshot shows the PaperCutMF Web Print interface. On the left is a dark sidebar with navigation options: Summary, Recent Print Jobs, Jobs Pending Release, Change Details, and Web Print. The main content area is titled 'Web Print' and includes a 'Submit a Job' button. Below this is a table with columns for Submit Time, Printer, Document Name, Pages, Cost, and Status. A single job is listed with a status of 'Held in a queue', which is highlighted by a red arrow.

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Feb 21, 2020 2:43:39 PM	papercut/B&W_Printer	Example.jpg	1	\$0.10	Held in a queue

#### 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)