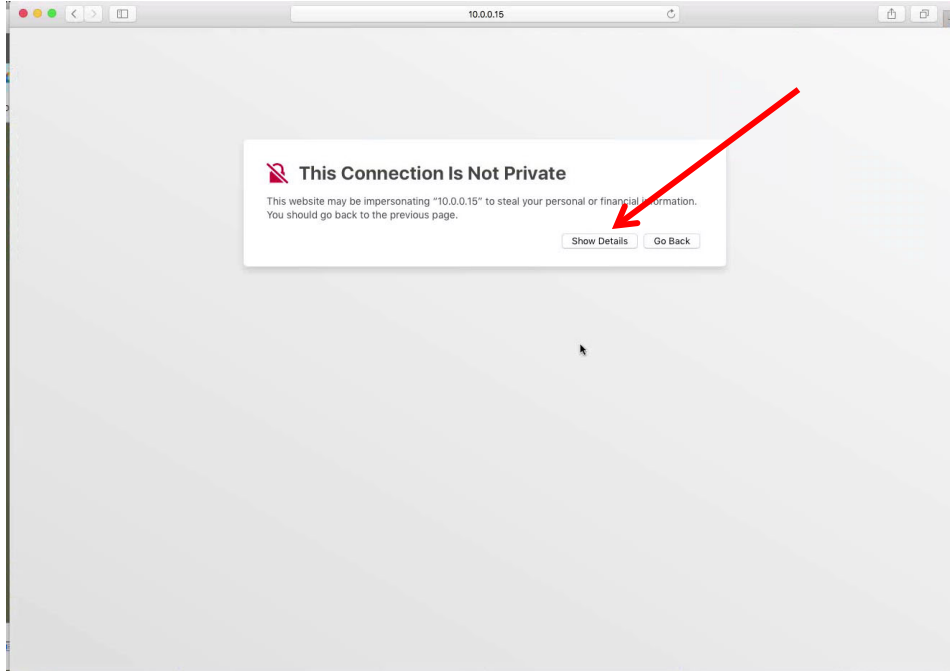


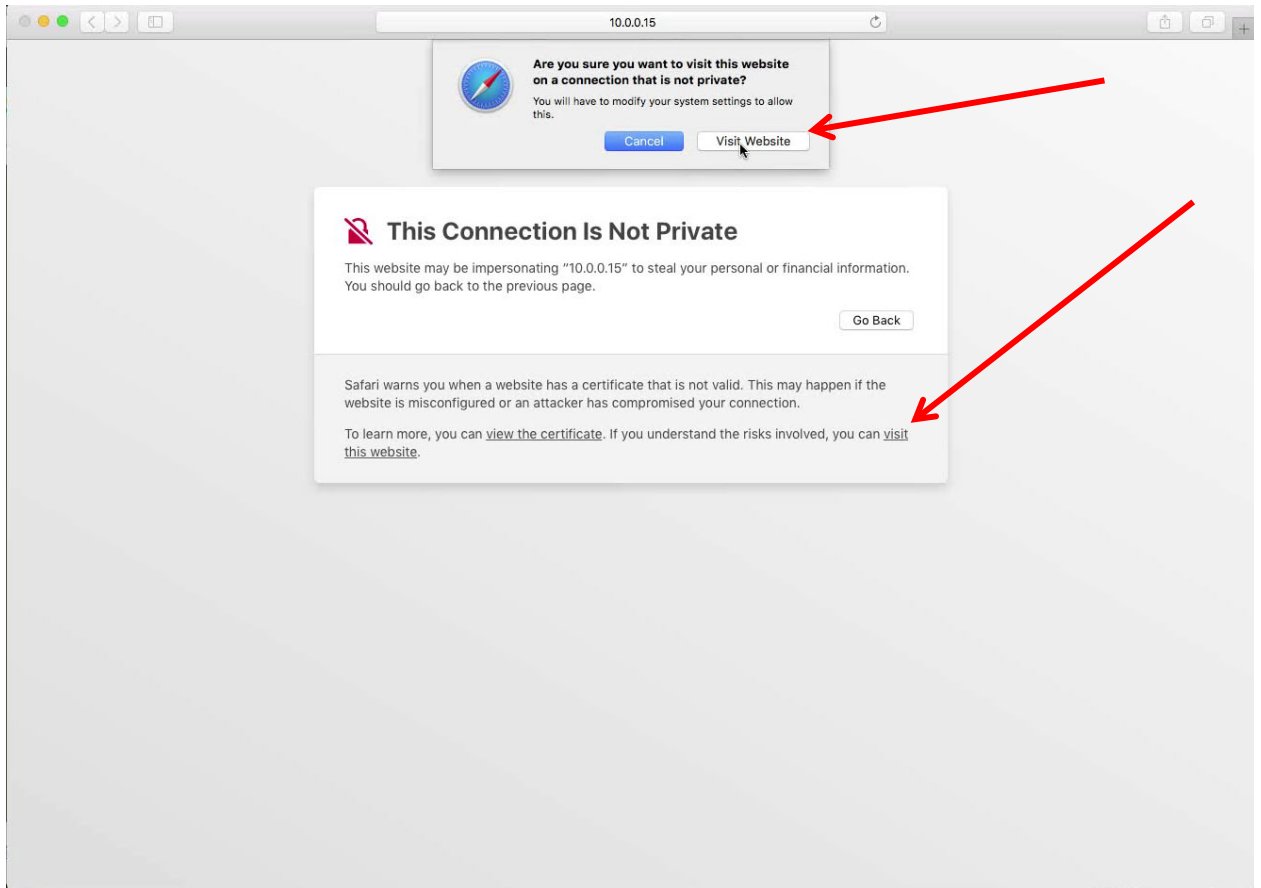
Alabama A&M University

Student Webprint Instructions

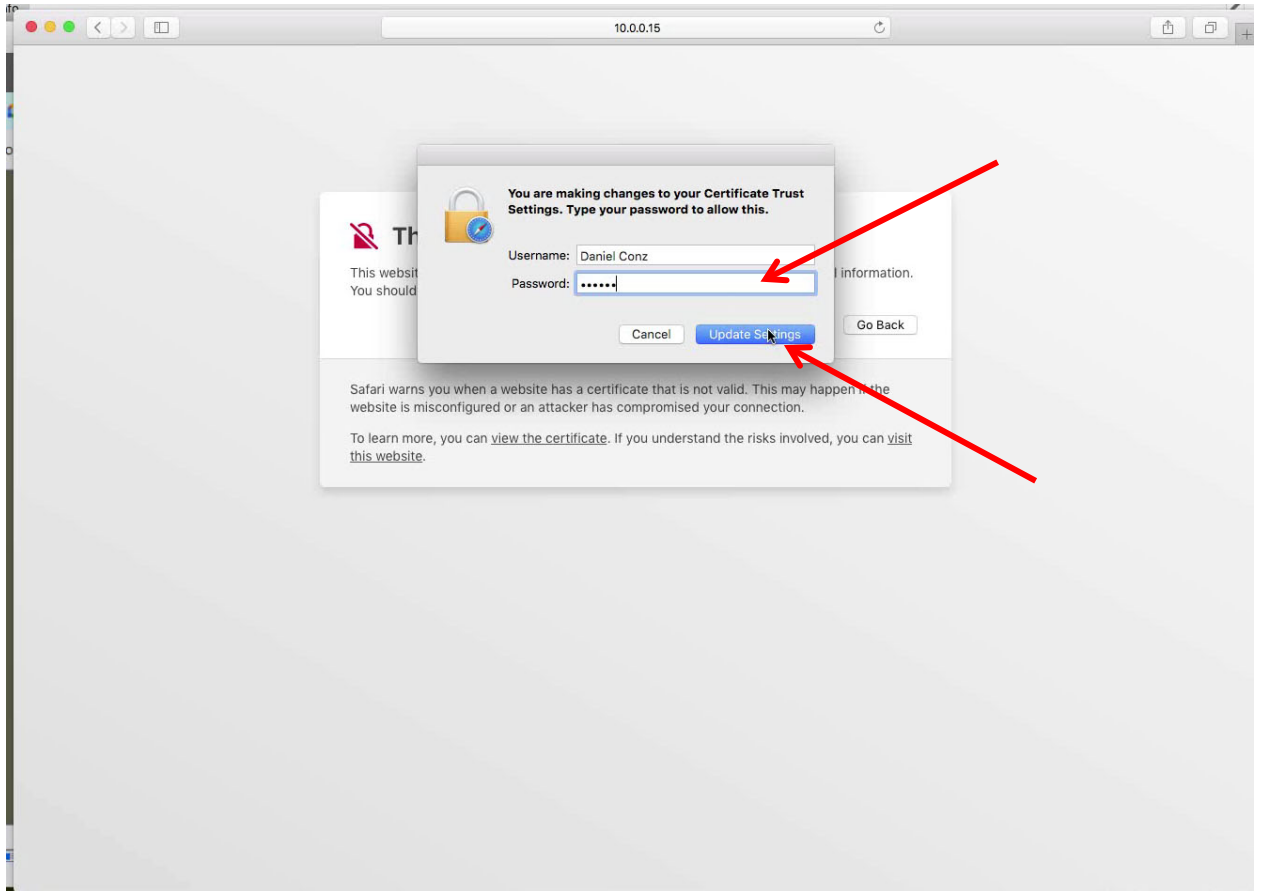
1. Open the web Browser (i.e. Chrome or Safari on your computer and type or copy <https://198.180.134.100:9192/user> into the URL field. if Safari proceed to step 2 if Chrome skip to step 5.
2. Select the show details button in the middle of the screen.



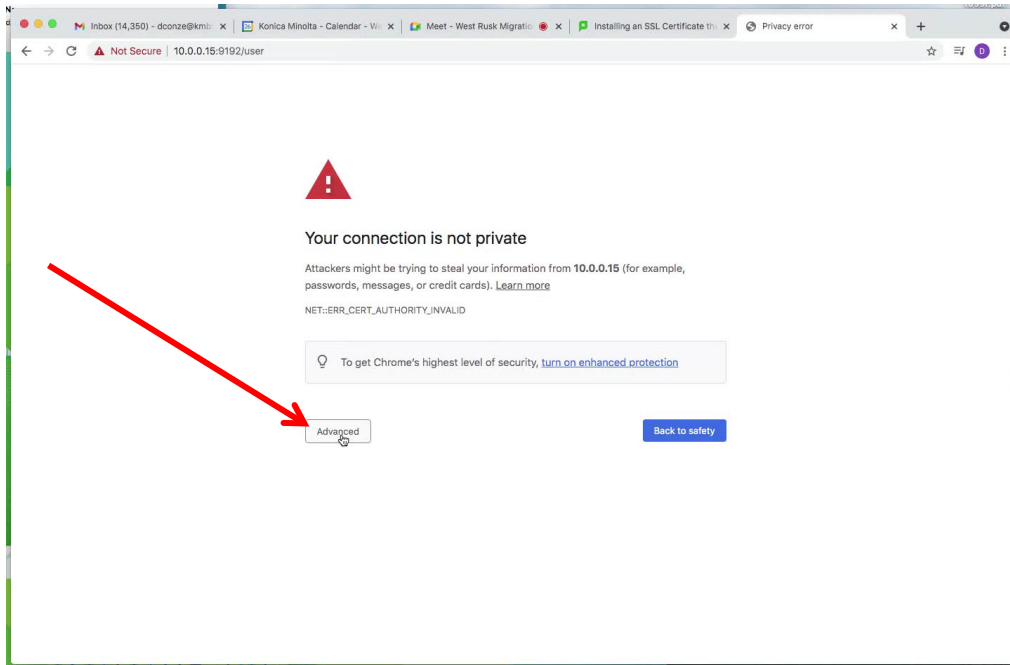
3. Select the “Visit this Website” link on the screen as shown below. Then Select the “Visit Website” button at the top of the screen.



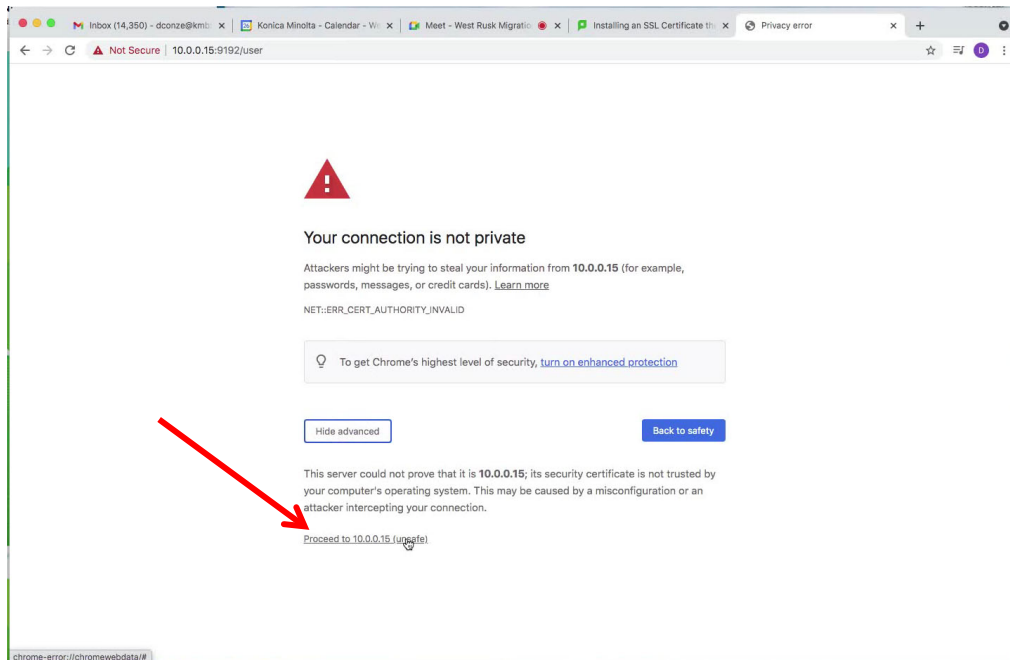
4. Enter your computer password in the popup window and select “Update Settings”



5. For Chrome select the “Advanced button” on the screen.



6. Select the “Proceed to 198.180.134.100 (unsafe) link on the screen.



7. Type in your **SSO username** in the username field and enter your **SSO password** and select the “**Log in**” button.

The image shows a login form for PaperCut MF. The form is centered on a white background with a green and blue abstract landscape background. The logo "PaperCut MF" is at the top. Below it are three input fields: "Username" with the text "mark.harris", "Password" with ten black dots, and "Language" with a dropdown menu showing "English". A green "Log in" button is at the bottom.

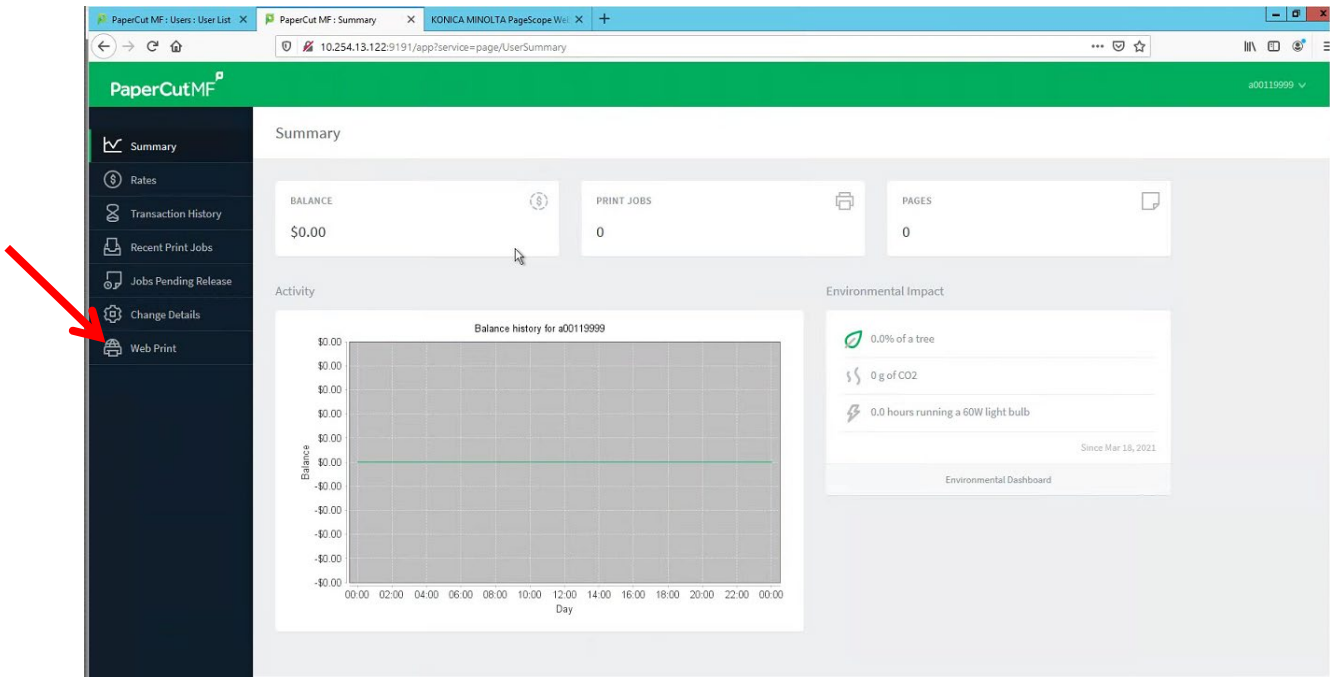
PaperCut^{MF}

Username

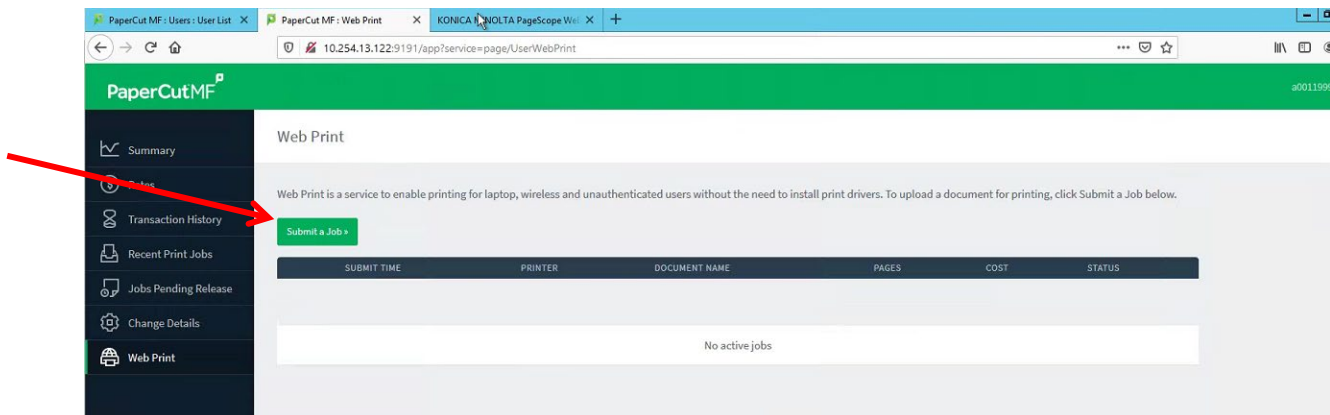
Password

Language ▼

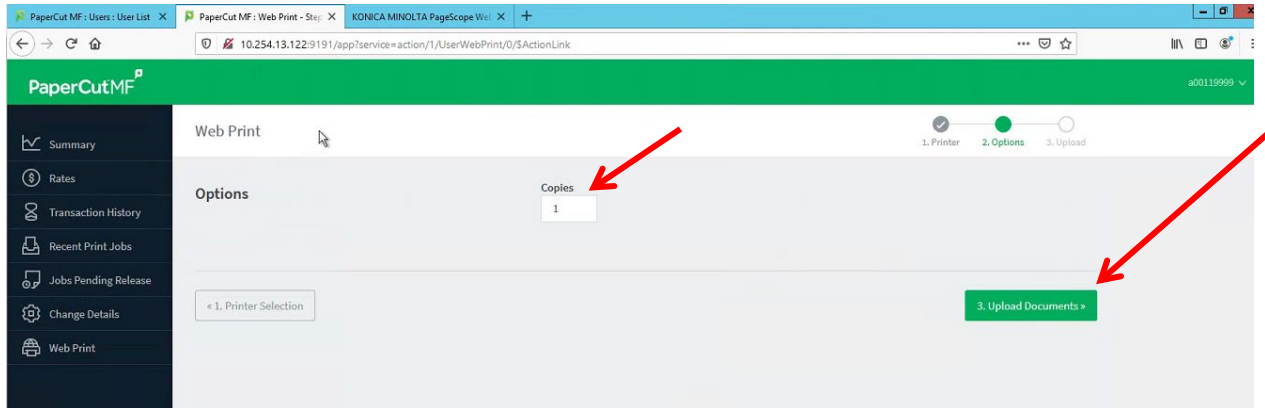
8. Select the “Web Print” menu item in the left side of the window.



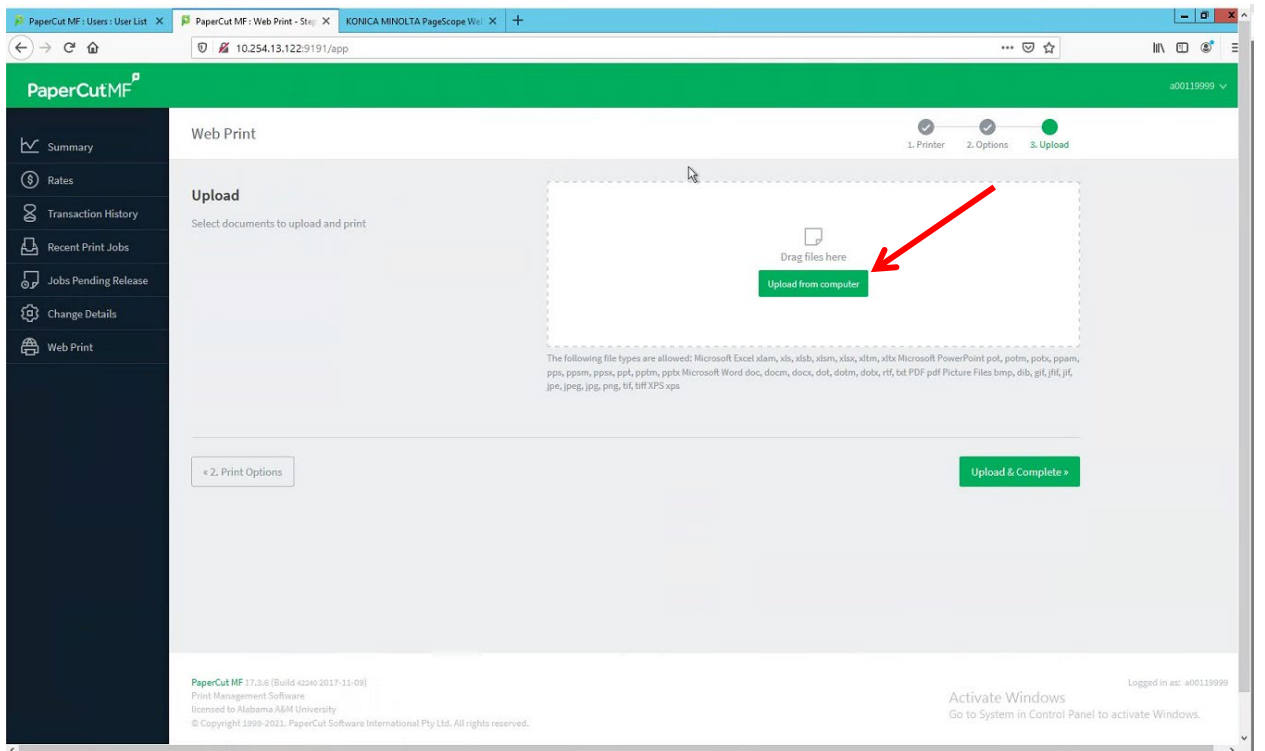
9. Select the “Submit a Job” button on the screen.



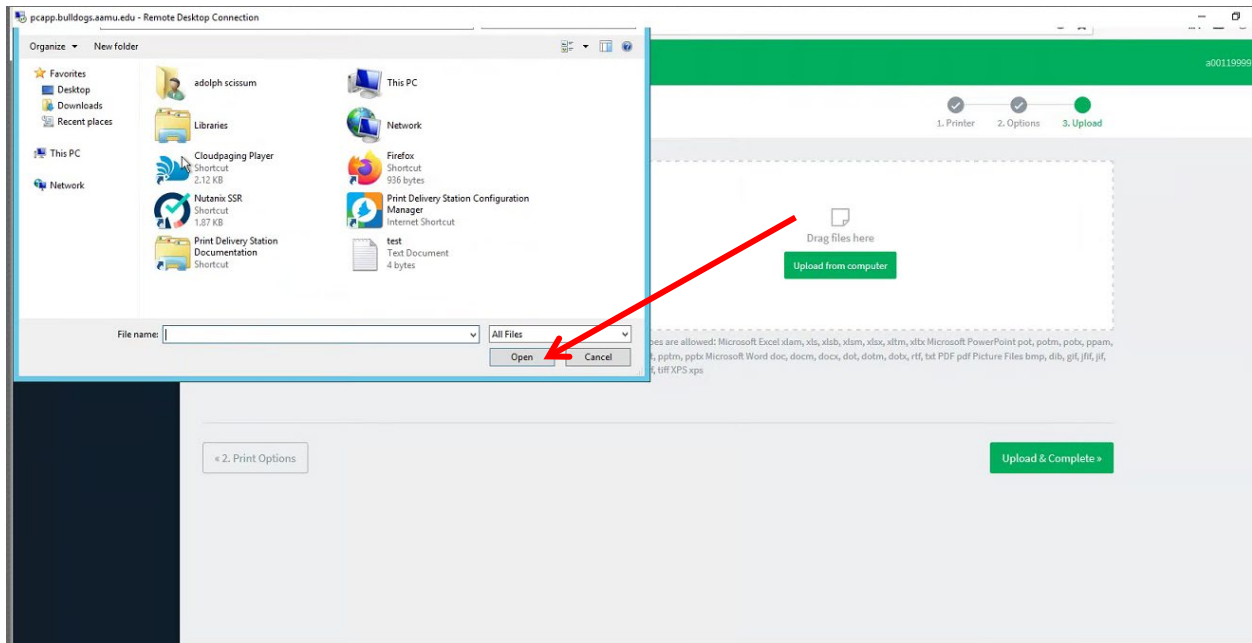
10. Enter your number of copies and select the “Upload Documents” button.



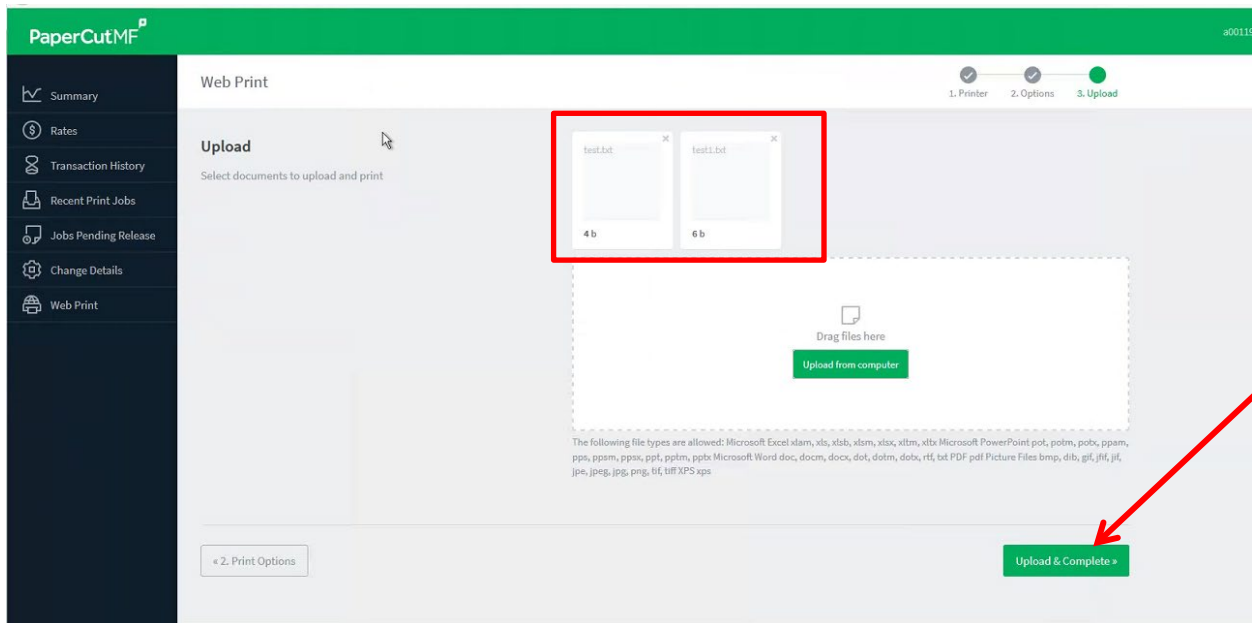
1. Select the “Upload from Computer” and browse file selection. You can print PDF, DOCX, XLSX, PPTX and TXT files.



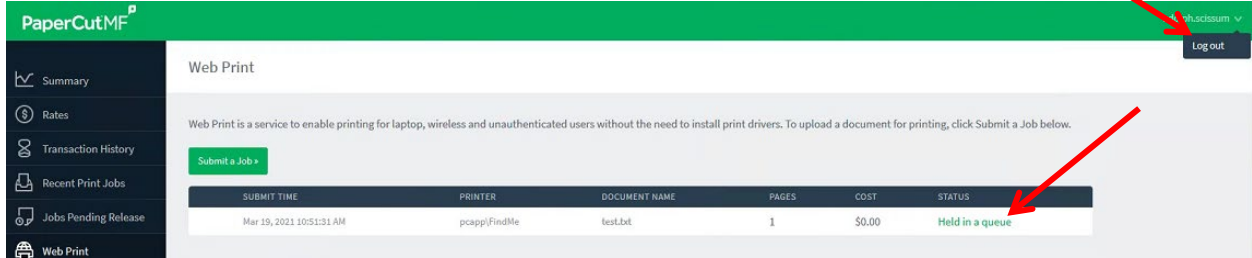
- In the Browse window you can select one or multiple files at one time and when finished select the **“Open”** button.



- You should now see your files at the top of the screen. Then select the **“Upload & Complete”** button.



4. After document states **“Held in a queue, select your SSO user name in the upper right corner and select **“Log Out”**”**



The screenshot displays the PaperCut MF Web Print interface. The top navigation bar is green and contains the PaperCut MF logo on the left and a user profile dropdown menu on the right labeled "R. J. Classroom" with a "Log out" button below it. A red arrow points to the "Log out" button. The main content area is titled "Web Print" and includes a "Submit a Job" button. Below this is a table with the following data:

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Mar 19, 2021 10:51:31 AM	pcappjFindMe	test.txt	1	\$0.00	Held in a queue

A red arrow points to the "Held in a queue" status in the table.