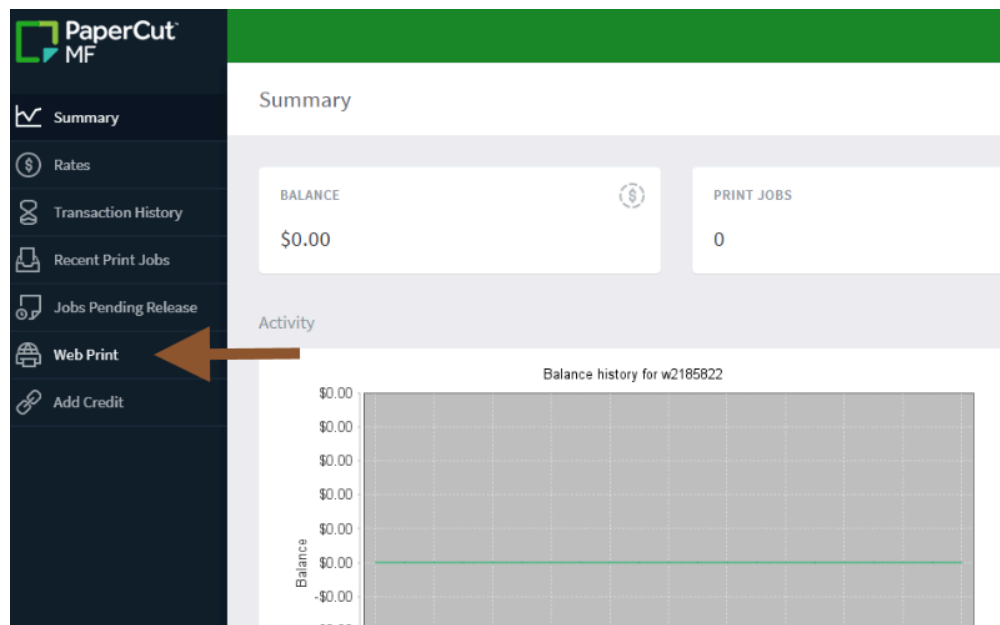


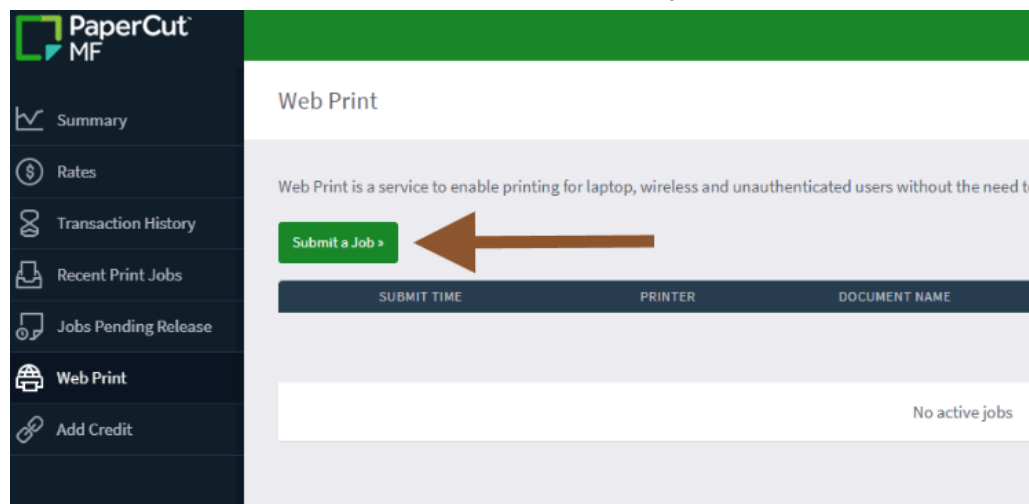
Log in: Go to <https://papercut.losrios.edu> and log in using your W-ID number.
(Type in the full link)

Check Balance: To check your balance, click on the **Summary** tab in the left column. If you have a sufficient balance, continue to the steps below.

Upload Documents: In the left column, click on the **Web Print** tab.



Submit Your Job: Click **Submit a Job** to upload your documents



Choose Black/White or Color Printer:

- For **black and white** printing, select **crc-prt-instr\PrintAnywhere-BW (virtual)**.
- For **color** printing, select **crc-prt-instr\PrintAnywhere-COLOR (virtual)**.

Confirm Location: Double-check that the **Location/Department** is set to **Cosumnes River College**.

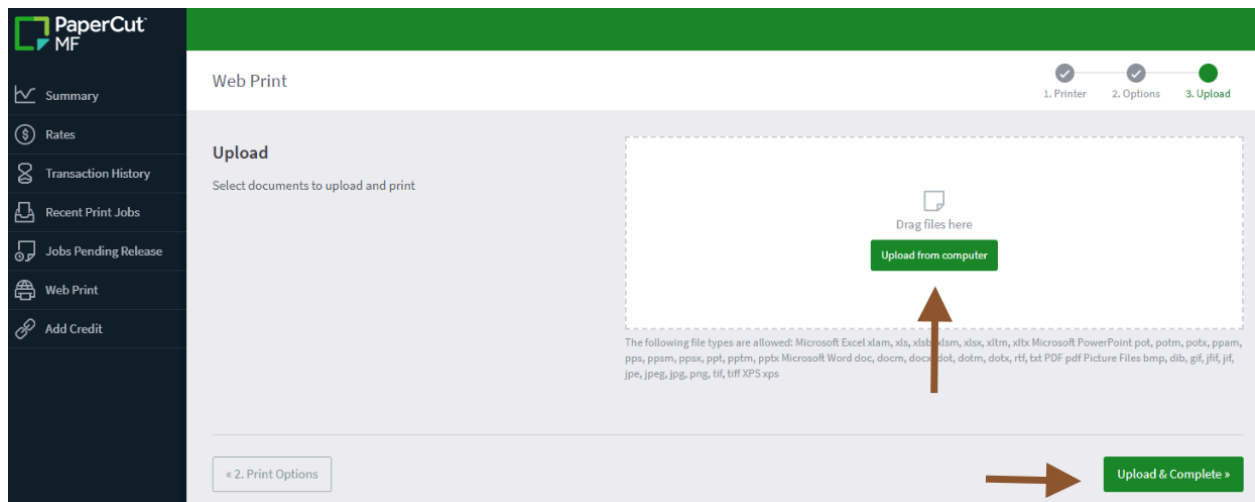
The screenshot shows the PaperCut MF Web Print interface. On the left is a dark sidebar with navigation links: Summary, Rates, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print (active), and Add Credit. The main content area has a green header bar with the PaperCut MF logo and a progress indicator showing three steps: 1. Printer (active), 2. Options, and 3. Upload. Below the header, the title 'Web Print' is followed by a search bar and a 'Select a printer:' section. A table lists available printers with their names and locations/departments. Two rows are highlighted with red arrows and text: 'crc-prt-instr\PrintAnywhere-BW (virtual)' for black and white printing, and 'crc-prt-instr\PrintAnywhere-COLOR (virtual)' for color printing. Both rows show 'Cosumnes River College' as the location.

PRINTER NAME ↑	LOCATION/DEPARTMENT
☐ arc-print01-vm\BCS-301-BW	ARC STEM 301
☐ arc-print01-vm\BCS-301-Color	ARC STEM 301
☐ arc-print01-vm\Library_Printer_Color-PC	ARC Library
☐ arc-print01-vm\Library_Printers (virtual)	ARC Library
☐ arc-print01-vm\LRC-GEN-01	ARC Learning Resource Center
☐ arc-print01-vm\Natomas-Copier	ARC/Natomas
☐ arc-print01-vm\SC-Hallway-HPM605	ARC Student Center Hallway
☐ crc-prt-instr\PrintAnywhere-BW (virtual)	Cosumnes River College
☐ crc-prt-instr\PrintAnywhere-COLOR (virtual)	Cosumnes River College
☐ flc-papercut\FLC-PrintAnywhere-B&W (virtual)	Folsom Lake College
☐ flc-papercut\FLC-PrintAnywhere-Color (virtual)	Folsom Lake College
☐ scc-papercut\SCC_FindMe_B&W (virtual)	Sacramento City College
☐ scc-papercut\SCC_FindMe_Color (virtual)	LR125

Select Copies: Choose how many total copies you want to print and then click **Upload Documents**.

The screenshot shows the PaperCut MF Web Print interface at the 'Options' step. The sidebar is the same as in the previous screenshot. The main content area has a green header bar with the PaperCut MF logo and a progress indicator showing three steps: 1. Printer, 2. Options (active), and 3. Upload. Below the header, the title 'Web Print' is followed by a section titled 'Options'. There is a 'Copies' input field with the value '1'. At the bottom left, there is a button labeled '« 1. Printer Selection'. At the bottom right, there is a green button labeled '3. Upload Documents »'.

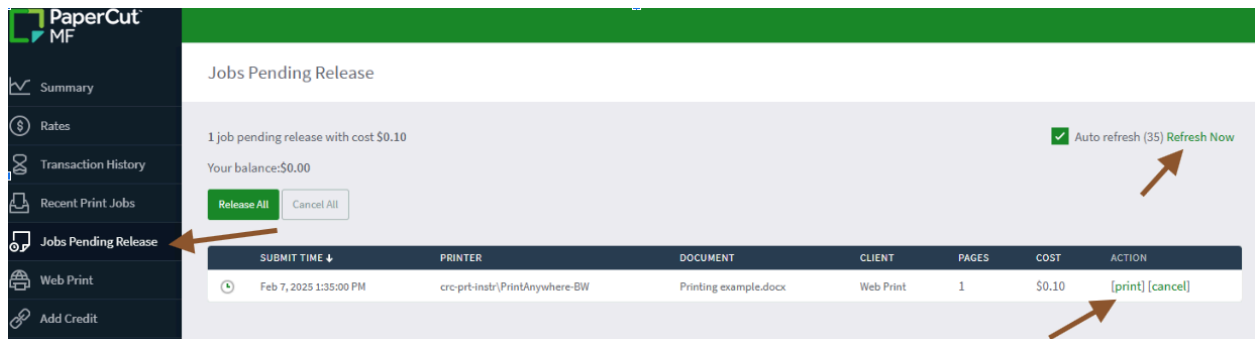
Upload Files: Select the documents you want to print from your device and click **Upload & Complete**.



Release Your Print Job

In the left column, go to the **Job Pending Release** tab. If your document isn't showing, click the **Refresh Now** button until it appears.

Print Action: Click **Print**. If you are releasing multiple documents, you may click the **Release All** button.



Choose Printer in Library:

- **Confirm Location:** Double-check that the **Location/Department** is set to **Library Computer Lab**
- Select the library printer labeled **crc-prt-instr\L231-HPM608** for black and white

- Summary
- Rates
- Transaction History
- Recent Print Jobs
- Jobs Pending Release**
- Web Print
- Add Credit

Jobs Pending Release

This job may be printed at one of several possible printers. Please select a printer from the list below.

PRINTER	LOCATION	STATUS
crc-prt-instr\BS104D-HPM402	DSPS	OK
crc-prt-instr\BS145A-HPM601	BCS Computer Lab	OK
crc-prt-instr\BS145B-HPM601	BCS Classroom	OK
crc-prt-instr\BS146-HPM601	BCS Classroom	OK
crc-prt-instr\BS153-HPM601	BCS Classroom	OK
crc-prt-instr\CC154-HPM608	Group Counseling Lab	OK
crc-prt-instr\CC162A-HPM608	Testing Center Lab	OK
crc-prt-instr\EGA101-HPM401	EGA Student Lounge	OK
crc-prt-instr\EGB113-CopierBW	EGB Learning Resource Center	OK
crc-prt-instr\EGB113-HPM601	EGB Learning Resource Center	OK
crc-prt-instr\L231-CopierBW	Library Computer Lab	OK
crc-prt-instr\L231-HPM608	Library Computer Lab	OK
crc-prt-instr\L234-Copier	Library Copy Room	OK
crc-prt-instr\L245-HP4250	Library Gallery Lab	OK
crc-prt-instr\L313-HPM608	SME Classroom	OK

← For black and white printing →

- Select the library printer labeled **crc-prt-instr\L231-Copier** for color

- Summary
- Rates
- Transaction History
- Recent Print Jobs
- Jobs Pending Release**
- Web Print
- Add Credit

Jobs Pending Release

This job may be printed at one of several possible printers. Please select a printer from the list below.

PRINTER	LOCATION	STATUS
crc-prt-instr\EGB113-Copier	EGB Learning Resource Center	OK
crc-prt-instr\L231-Copier	Library Computer Lab	OK
crc-prt-instr\LRC204-Copier	Campus Computer Lab	OK
crc-prt-instr\NTB111-HP6015-Color	ACDT Classroom	OK
crc-prt-instr\WIN151-HP6015-Color	ACDT Classroom	OK
crc-prt-instr\WIN153-HP6015-Color	ACDT Classroom	OK

← For color printing →

Back

Pick Up: Go to the printer to collect your printed documents if funds are sufficient