

Web Print

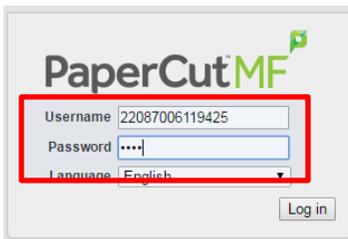
Web Print allows library customers to print to library's public printers from their laptops or mobile devices without installing drivers. It uses a web page to upload documents in supported formats (see list below).

Print a Document using Web Print:

1. At the library, make sure you are connected to the Internet on your device. You may use the Library's public wireless "DC_Library" or your own mobile data connection.
2. Open your browser to "http://print.dakota.lib.mn.us" by typing it in the search bar or scanning the QR code below.



3. At the login prompt, enter your library barcode and PIN number.



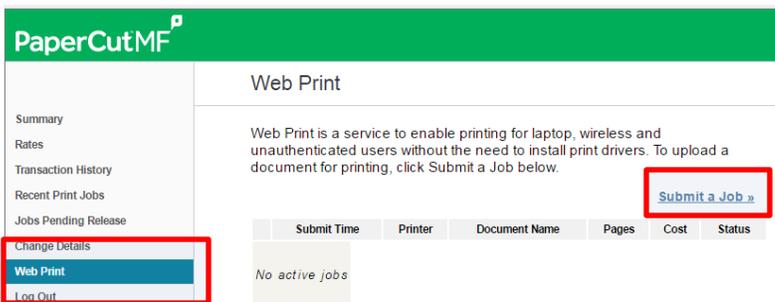
PaperCut^{MF}

Username

Password

Language

4. Select the **Web Print** link and then click the **Submit a Job**.



PaperCut^{MF}

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 Time	Printer	Document Name	Pages	Cost	Status
No active jobs					

Summary

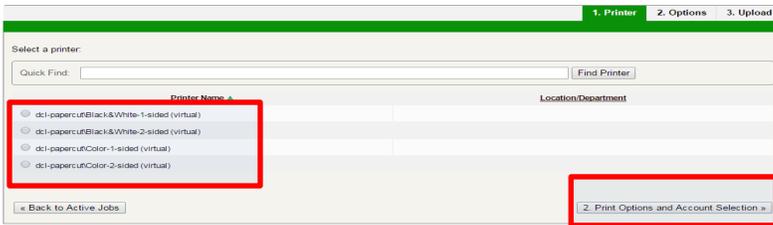
Rates

Transaction History

Recent Print Jobs

Jobs Pending Release

5. Select a printer from the options. Next, click the **Print Options and Account Selection** button to continue.



6. Under **Options**, enter the number of copies. Next, click the **Upload Documents** button to continue.



7. Next, either drag-and-drop files into the gray box or click the **Upload from computer** to browse to your file. The accepted formats are listed on this screen.

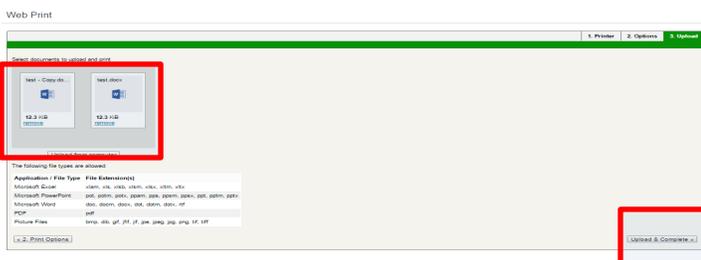
The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsm, xlsb, xlsx, xltm, xlsx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
Picture Files	bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

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Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
Picture Files	bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

8. Once all selected files are uploaded, click the **Upload & Complete**.



9. The Web Print summary will list all the documents ready to be released.

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[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
May 31, 2016 11:11:59 AM	dci-paperout/Black&White-1-sided	test.docx	1	\$0.15	Hold in a queue
May 31, 2016 11:11:59 AM	dci-paperout/Black&White-1-sided	test - Copy.docx	1	\$0.15	Hold in a queue

10. To access your documents, go to the Print Release Station. At the login screen, enter your library barcode and PIN.

DAKOTA COUNTY LIBRARY Print Release Station

To begin, enter your login details...
Contact the service desk if assistance is required.

Barcode:

Pin:

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11. To release your documents, insert coins, bills or swipe your credit card and then press the **Print** button next to the print job.

DAKOTA COUNTY LIBRARY Print Release Station

ACDI EX Series Payment Source
Insert Coins or Bills / Swipe Credit Card

Document	Machine	Pages	Cost	Action
	Web Print	1	\$0.15	<input type="button" value="Print"/> <input type="button" value="Cancel"/>

12. Log out when finished to receive change or finalize credit card transaction.