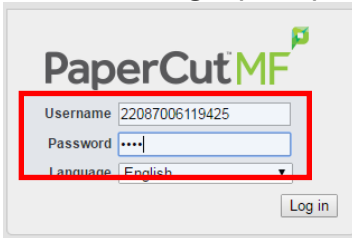


# Dakota Web Print

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 Library’s public wireless “**DC\_Library**”.
2. Open your browser to “<https://print.dakota.lib.mn.us>”.
3. At the login prompt, enter your library barcode and PIN number.

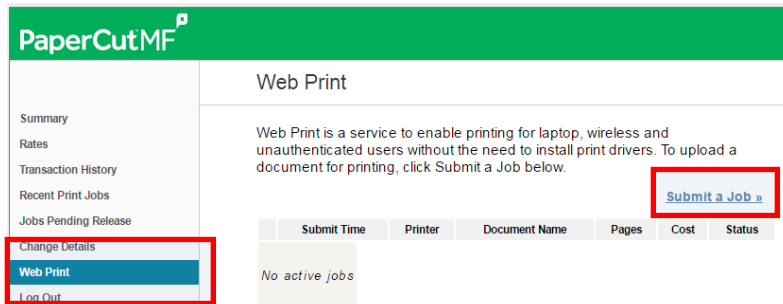


**PaperCutMF**

Username: 22087006119425  
 Password: [masked]  
 Language: English

Log in

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



**PaperCutMF**

Web Print

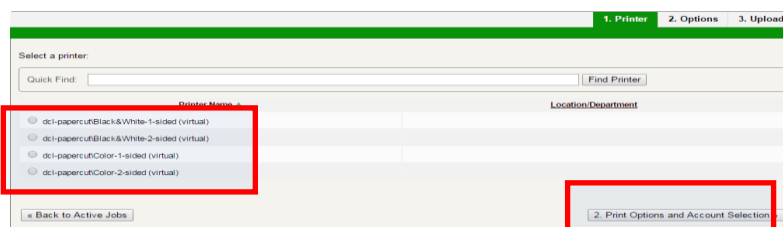
Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
No active jobs					

Summary  
 Rates  
 Transaction History  
 Recent Print Jobs  
 Jobs Pending Release  
 Change Details  
**Web Print**  
 Log Out

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



1. Printer 2. Options 3. Upload

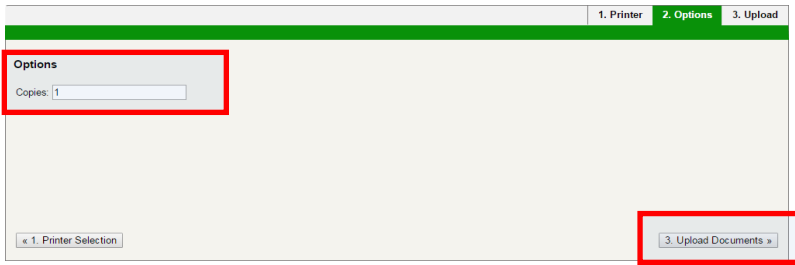
Select a printer:

Quick Find: [input] Find Printer

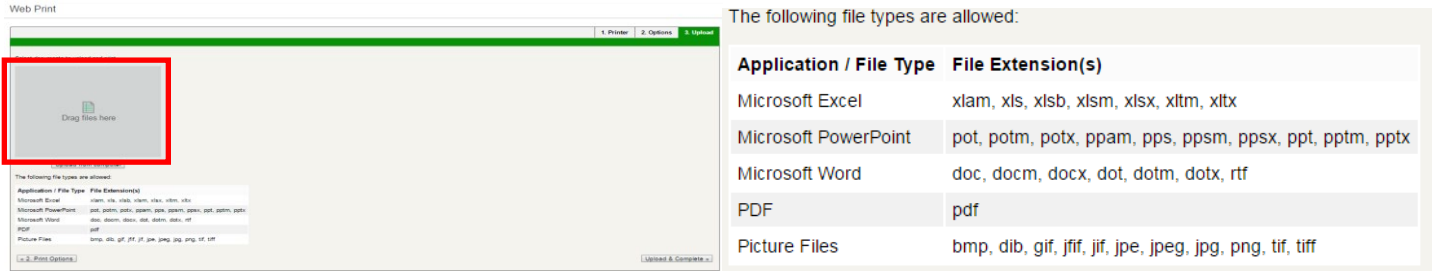
Printer Name	Location/Department
<input type="radio"/> dc-papercut@Black&White-1-sided (virtual)	
<input type="radio"/> dc-papercut@Black&White-2-sided (virtual)	
<input type="radio"/> dc-papercut@Color-1-sided (virtual)	
<input type="radio"/> dc-papercut@Color-2-sided (virtual)	

[Back to Active Jobs](#) [Print Options and Account Selection](#)

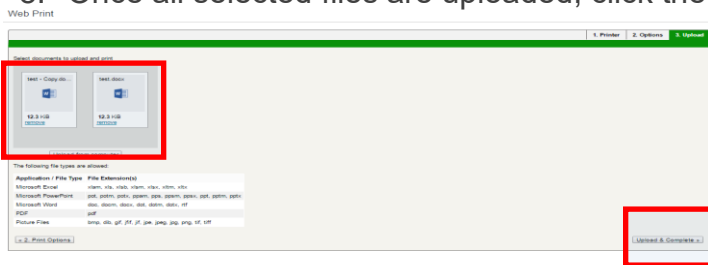
6. Under **Options**, enter the number of copies. Next, click the **Upload Documents** button to continue.



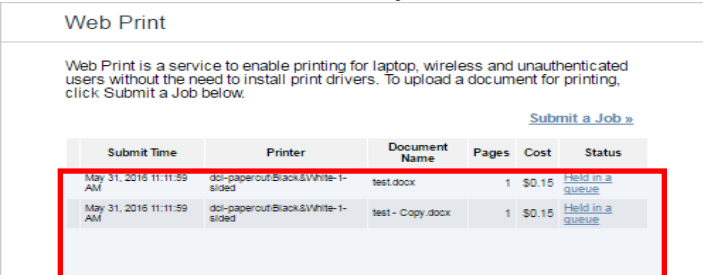
7. Next, either drag-and-drop files into the gray box or click the **Upload from computer** to browse to your file. The accepted formats are listed on this screen.



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



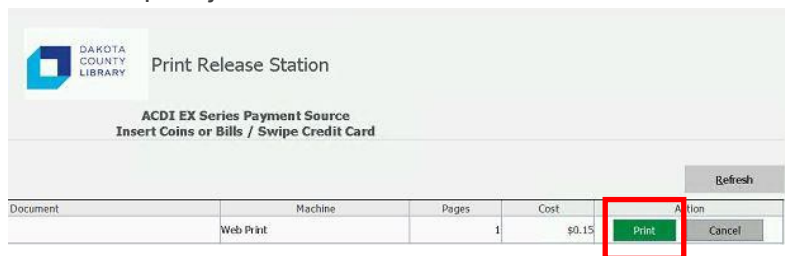
9. The Web Print summary will list all the documents ready to be released.



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



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



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