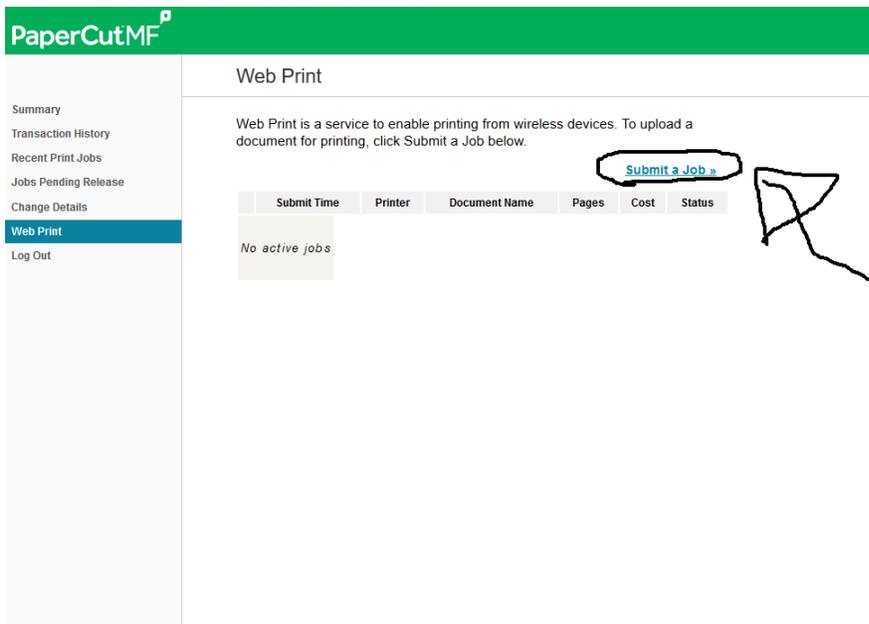


Web Printing

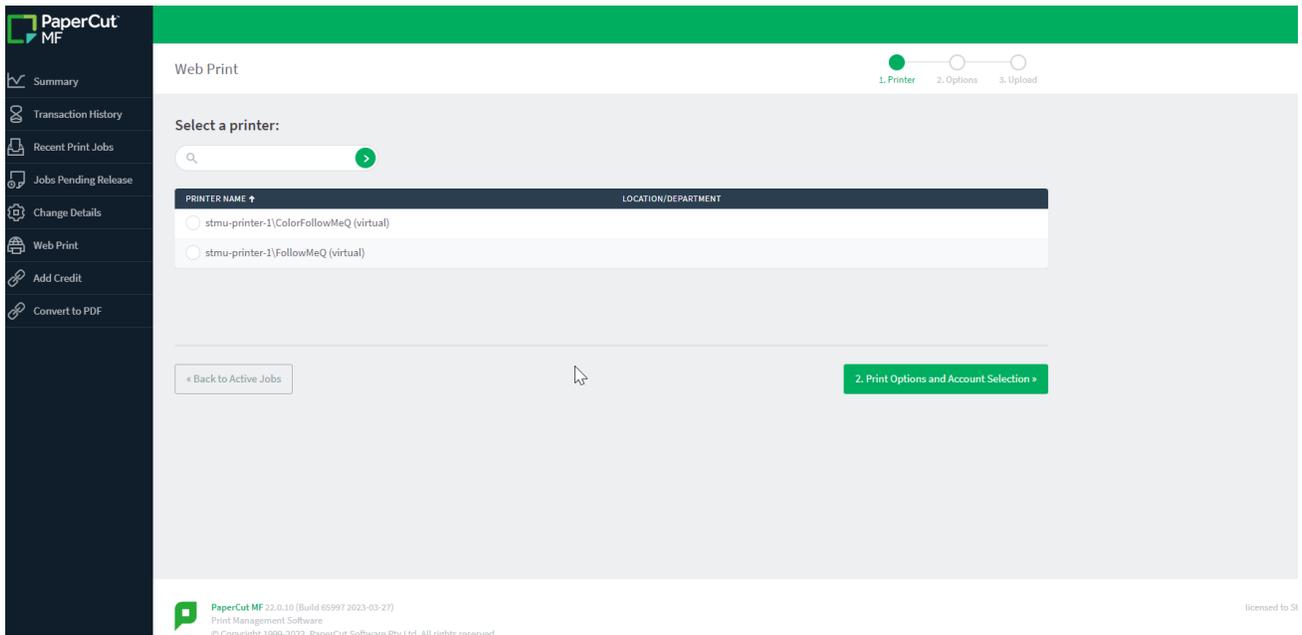
Go to <https://print.stmu.ca> and login with your windows credentials



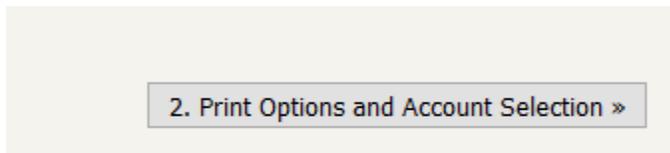
From here click on "Submit a Job"



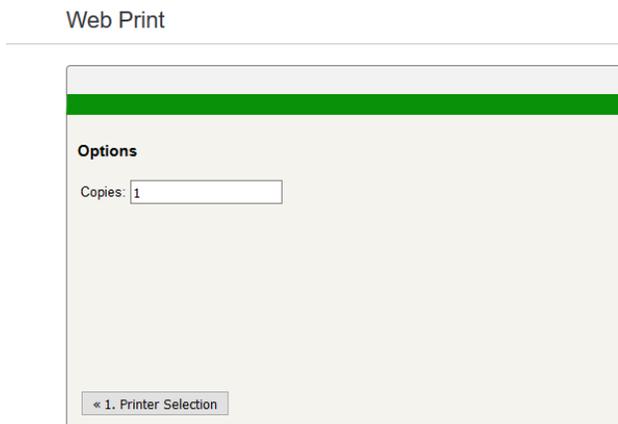
Now select your printer. For color jobs choose ColorFollowMeQ and for black and white choose FollowMeQ



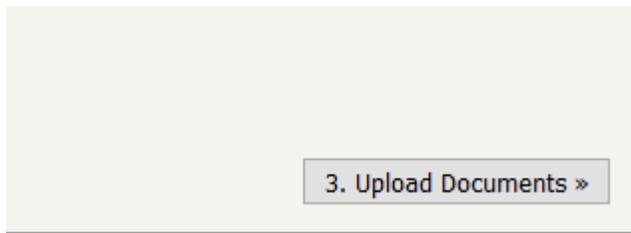
And click this button in the bottom right hand corner



Now select how many copies of your document you would like to print.

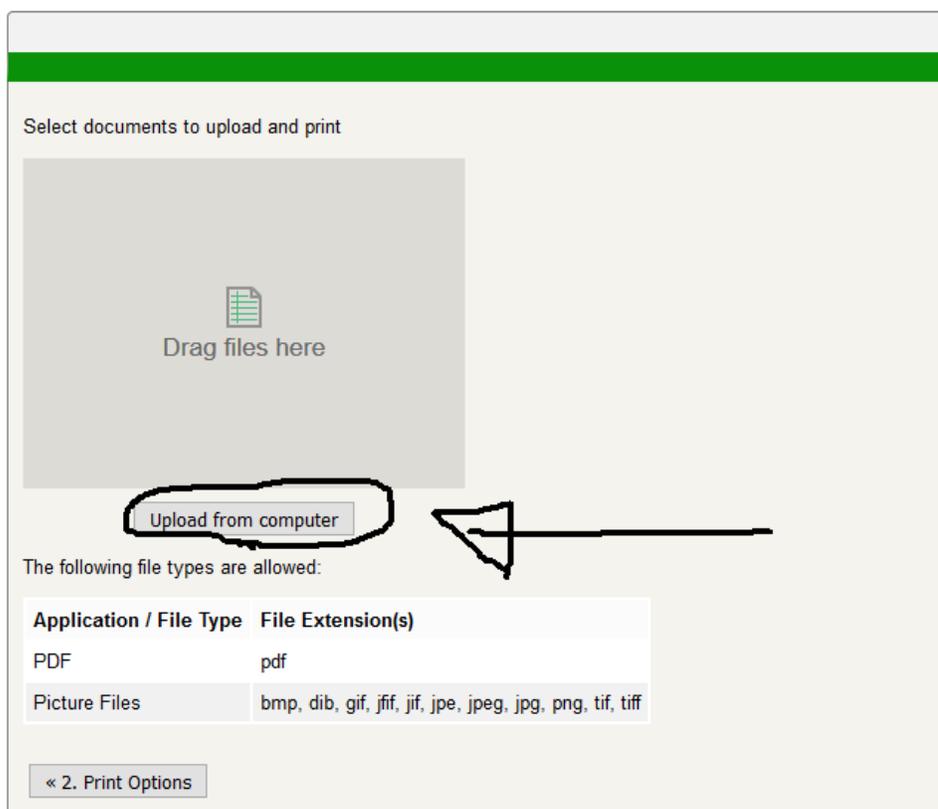


And then click this button in the bottom right corner

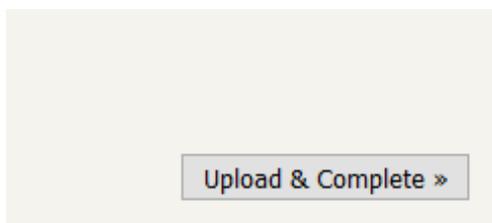


Now click on the Upload button to select the document you want to print

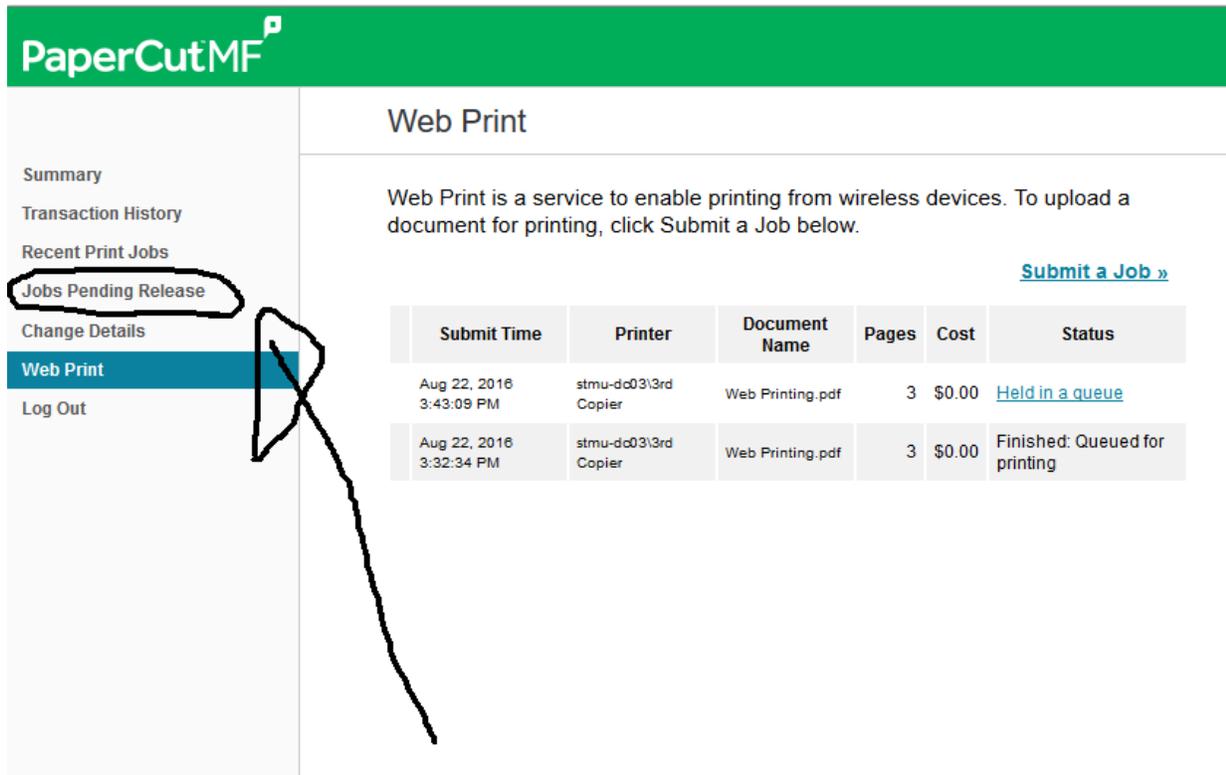
Web Print



Then click on this button in the bottom right corner



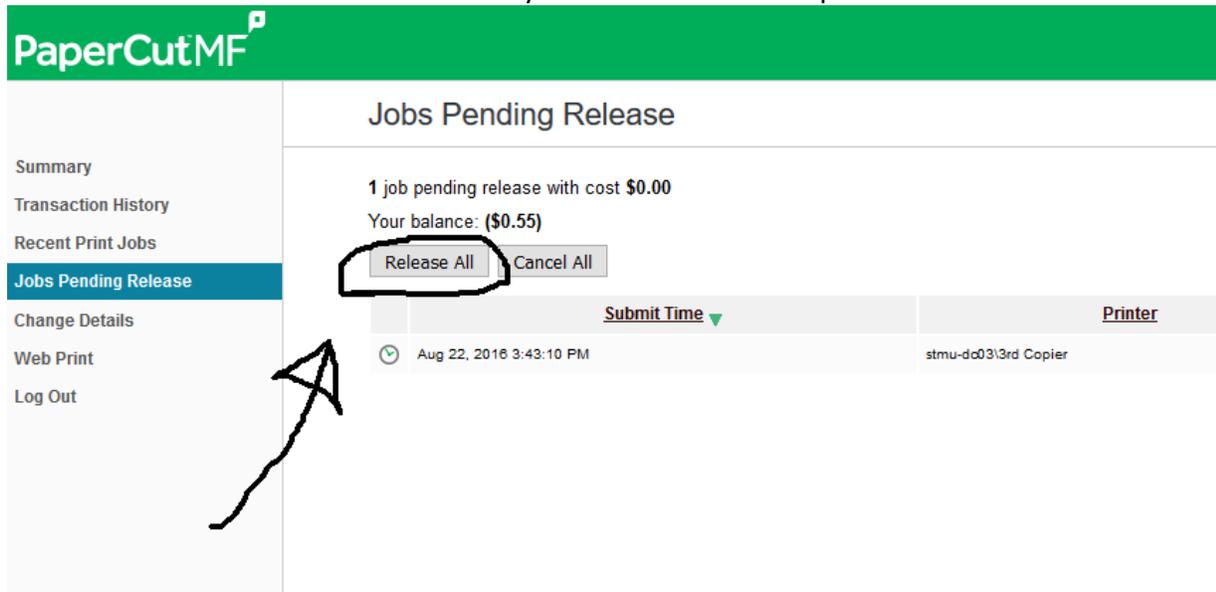
Then click on this button



The screenshot shows the PaperCut MF interface. The left sidebar contains a menu with items: Summary, Transaction History, Recent Print Jobs, Jobs Pending Release (circled in black), Change Details, Web Print (highlighted in blue), and Log Out. A hand-drawn arrow points from the 'Jobs Pending Release' menu item to the 'Web Print' page content. The main content area is titled 'Web Print' and includes a text block: 'Web Print is a service to enable printing from wireless devices. To upload a document for printing, click Submit a Job below.' followed by a blue link 'Submit a Job »'. Below this is a table with columns: Submit Time, Printer, Document Name, Pages, Cost, and Status. The table contains two rows of print jobs.

Submit Time	Printer	Document Name	Pages	Cost	Status
Aug 22, 2016 3:43:09 PM	stmu-dd03\3rd Copier	Web Printing.pdf	3	\$0.00	Held in a queue
Aug 22, 2016 3:32:34 PM	stmu-dd03\3rd Copier	Web Printing.pdf	3	\$0.00	Finished: Queued for printing

Then Click the “Release All” button and your document will be printed



The screenshot shows the PaperCut MF interface for the 'Jobs Pending Release' page. The left sidebar menu is the same as in the previous screenshot, but 'Jobs Pending Release' is now highlighted in blue. A hand-drawn arrow points from the 'Jobs Pending Release' menu item to the 'Release All' button. The main content area is titled 'Jobs Pending Release' and displays: '1 job pending release with cost \$0.00' and 'Your balance: (\$0.55)'. Below this are two buttons: 'Release All' (circled in black) and 'Cancel All'. A table below shows the pending job details.

Submit Time	Printer
Aug 22, 2016 3:43:10 PM	stmu-dd03\3rd Copier