

BYOD Printing Setup Instructions User's Manual (Web Print Version)

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1. Web Print Overview

Web printing can be performed from a brought-in device without installing a printer driver.

This service allows BYOD printing from printers that are subject to Web Print in the Education and Research System.

- Only PDF files can be printed, but only double-sided printing is available. Printing with arbitrary settings, such as allocation and page specification, is not possible.
- Please connect the brought-in device to the campus network and carry out the work. Please refer to the setup manual on the Organization for Information Strategies' website for the procedure of connecting the device to the campus network.
- Please note that printing on a bring-your-own device is intended for personal use; if a single device is used by multiple people sharing an account, the print points of the user who set up printing will be consumed.
- Please prepare a smartphone or PC that can read the QR code.
- Please output paper within 1 day after printing is executed on the brought-in device. 1 day will cause the job to be deleted. If the job is deleted, no print points will be consumed.
- The device that performs the printing and the device that reads the QR code are two different devices, no problem.

2. Access to Web Printing System

1. From a computer connected to the campus network, log in to the PaperCut MF system by entering your System User ID (User ID to log in to a campus PC) and password at "<https://webprint.kwansei.ac.jp>" from a browser.
2. Select "Web プリント" from the left side menu of the PaperCut MF system web screen.

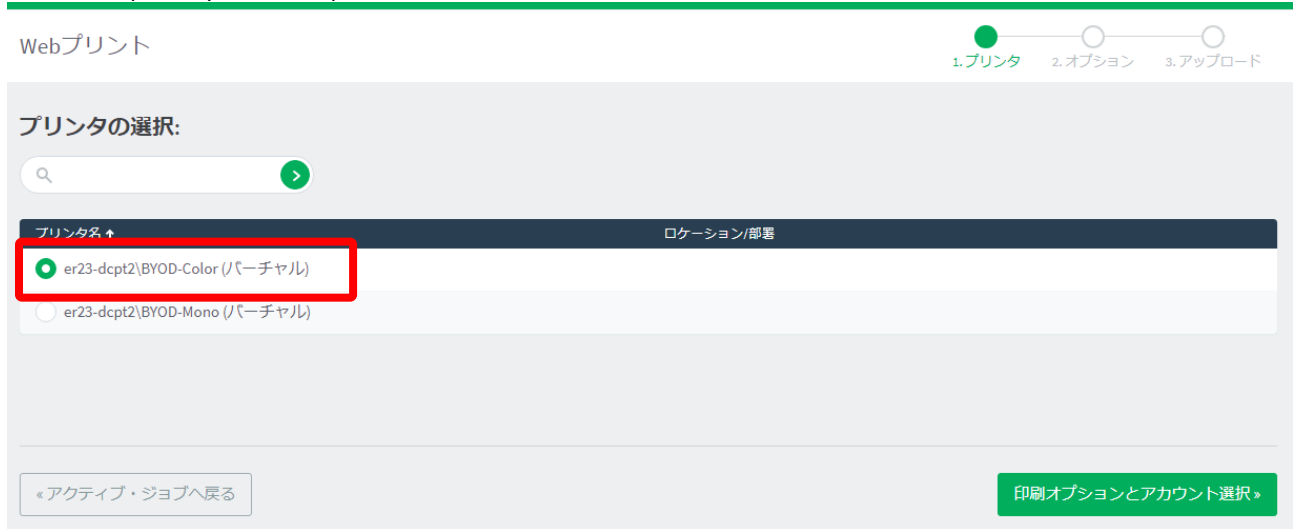


3. Upload Print Data

1. On the Web Print System screen, click "ジョブのアップロード".



2. Click on the printer you want to print from the table.



3. Enter the number of copies to be printed and click "3. ドキュメントのアップロード".

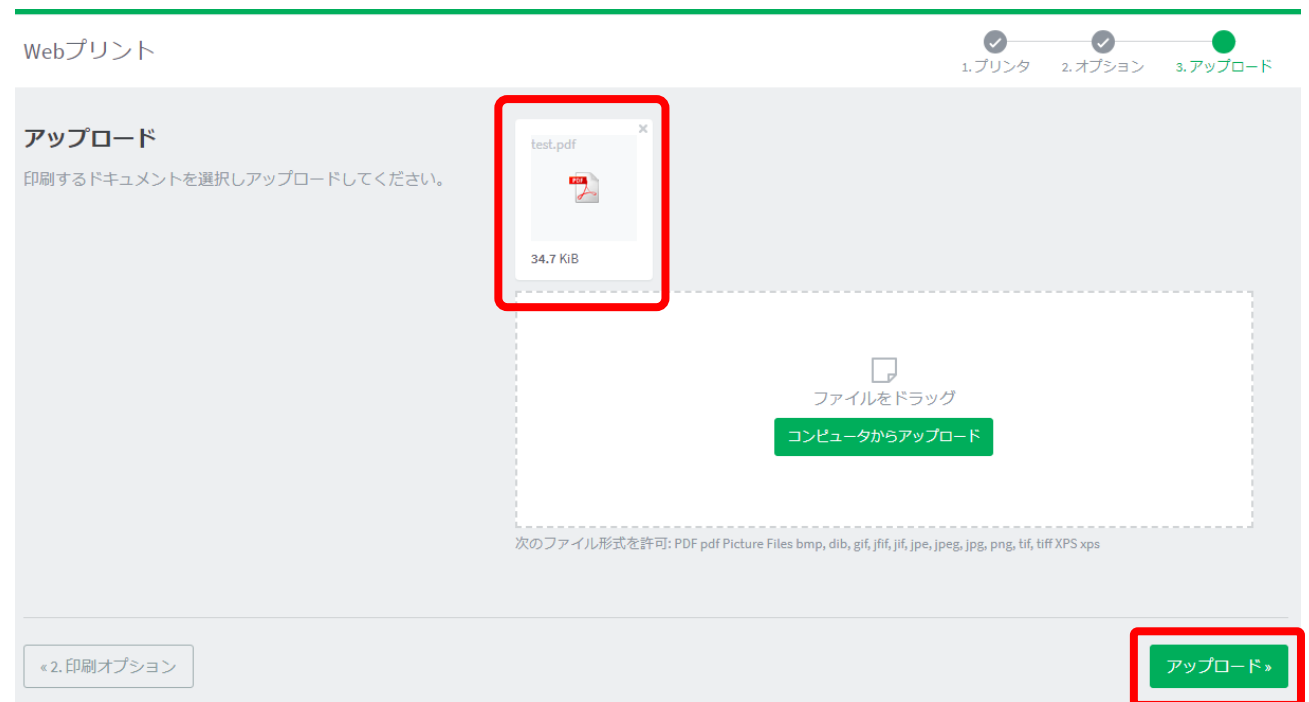


- 4. From the "コンピュータからアップロード" button, select the PDF file to be printed or drag and drop the PDF file to be printed into the dotted frame.

(Only PDF files can be printed by Web Print)



- 5. Click "アップロード" when the uploaded file appears as an icon, as shown below.



- 6. “ドキュメントは正常に送信されました。ステータスの履歴は下記のテーブルを参照してください。” of the If the message appears at the top, the file has been successfully uploaded and the printing process has begun.

ドキュメントは正常に送信されました。ステータスのトラッキングは下記のリストを参照してください。

Webプリント

Webプリントは、持ち込みパソコンや登録されていないユーザがプリンタ・ドライバのインストールなしで印刷できるサービスです。下記の [ジョブの送信] をクリックしてください。印刷できるドキュメントはPDFファイルのみです。

ジョブをアップロード

送信時間	プリンタ	ドキュメント名	ページ数	コスト	ステータス
2023/07/25 17:50:53	er23-dcpt2\BYOD-Mono	test.pdf			送信中: 1 番目の待ち行列に入りました。

- 7. The icon at the right end of the table rotates and the message in the "ステータス" column becomes "キューに保留中".

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ジョブをアップロード

送信時間	プリンタ	ドキュメント名	ページ数	コスト	ステータス
2023/07/25 17:50:53	er23-dcpt2\BYOD-Mono	test.pdf			送信中: 1 番目の待ち行列に入りました。
2023/07/25 17:49:24	er23-dcpt2\BYOD-Color	test.pdf	1	1	キューに保留中

4. Output Method

1. Read the QR code on the printer with a QR code reading application such as a smartphone or PC.



Monochrome printer QR code

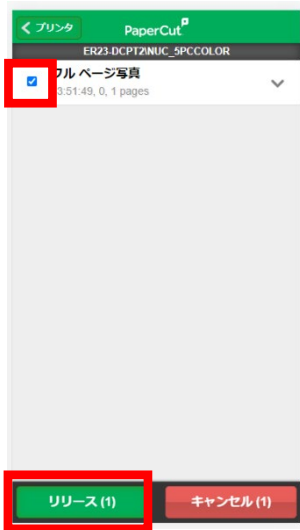


Color Printer QR Code

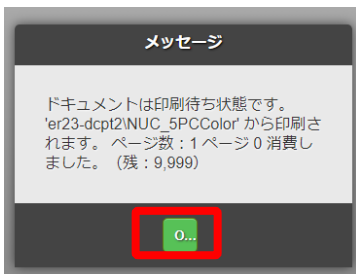
2. Access the web page displayed by the QR code, enter your User ID and password in the "Username" and "Password" fields, and tap the "Login" button. (If you check the "Remember me" checkbox, you can skip entering the password next time.)



- After logging in, a list of jobs that have been sent in advance will appear on the screen. Check the jobs you want to print and tap "Release" to print them. [Tap "Cancel" to delete the job. No print points are consumed at this time.



- Tap "OK" when the message appears.



- tap [ログアウト] in the lower left corner of the screen to log out of the print screen.

