

**Print Point Confirmation,  
Print History Confirmation,  
and Web Print Instructions**

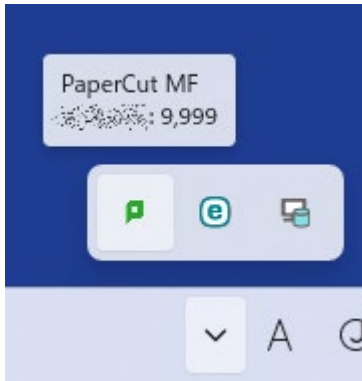
Version 1.2  
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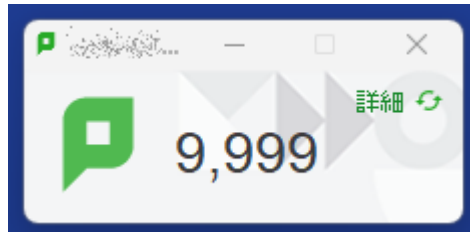
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### 1. Check Remaining Number of Print Points

Click on the " ^ " mark in "Show hidden indicators" in the task tray in the lower right corner facing the screen, and bring the mouse cursor over the PaperCut MF (green P mark) icon in the displayed icon list to the point will appear.



You can also right-click on the PaperCut MF icon and press "開<" to view it in the Balance View window.



## 2. Check Details on the PaperCut MF System Web Screen

### 2.1. Access to PaperCutMF System Web Screen

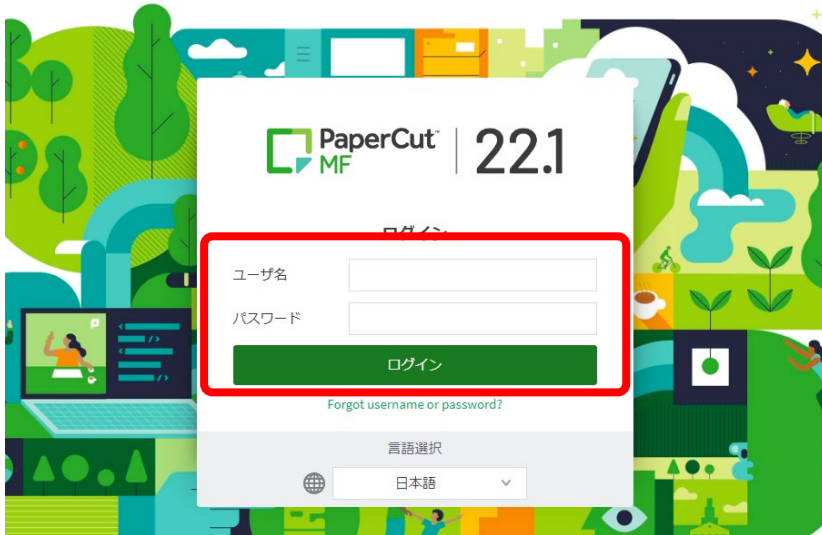
Click "詳細" in the "1.Check remaining number of print points".

From Browser

<https://webprint.kwansei.ac.jp/user>

Access to the

Please log in with your User ID (the ID you use to log in to your campus PC) and password.



## 2.2. Confirmation on the "Overview" Screen

On the "概要" screen, you can check your point balance, the number of times you have printed, the total number of pages printed, and a graph showing point trends.

※ All print job totals, total pages, and other counts are figures that have been counted since the new system went live in the Fall 2023 semester.



## 2.3. Check the "Processing History" Screen.

Click "処理履歴" from the menu on the left to go to the Processing History screen.

On this screen, you can check the history of various point increases/decreases that have been made to the corresponding ID.

You can check the point consumption for printing, point increase by adding points, and refund, etc., but the teacher and staff ID

The system does not record transactions that do not involve the consumption of points, such as printing at a printer, and therefore cannot confirm the transaction.

※ For details on the print job history, please refer to "2.4. Check the "Recent Print Jobs" screen" below.



The main items listed in the "Transaction Type" column are	
Used by printer	Point consumption for normal printing runs
Manual adjustment	Increase/decrease due to additional printing point procedures, etc.
Used by printer (full refund)	When points are returned by the administrator due to system malfunction, etc.
Used by printer (update)	System automatically corrects points when there is a discrepancy in consumed points due to cancellations, etc.

The processing history is displayed up to two weeks ago by default.

You can change the display conditions from [フィルタ適用].



#### 2.4. Check the "Recent Print Jobs" Screen

Clicking on "最近のプリント・ジョブ" from the menu on the left will take you to a screen where you can view your print job history.

On this screen, you can see a detailed print job execution history.

Also, as with the processing history, by default, up to two weeks prior is displayed, and the display conditions can be changed from the "フィルタ適用" button.



Summary of each item	
Date of use	Date and time of the print run on the PC
billing	Displays the ID of the billing target (executor)
printer name	Displays the name of the printer from which the print was made
Number of pages	Displays the number of pages printed
cost	Displays points consumed by printing
Document Name	Printed file name
attribute	Displays details of print settings, color and monochrome types, and the name of the computer that sent the print job.
status	Displays status regarding printing. In addition to "printed", which means that the print has been successfully completed, there are also If a job is canceled during execution Canceled" and point refunds are It also shows "refunded" etc. that have been made. The Status column is the one that is displayed as a link. For more information, hover your mouse over the popup to see Detailed information is displayed. Color printing will be displayed on this screen after it is actually printed. (Until then, it will be displayed on the "Release Pending Jobs" screen. (Until then, they will be displayed on the "Release Pending Jobs" screen.)

### 2.5. Confirmation on the "Release Pending Jobs" Screen

Click "保留中のジョブをリリース" from the menu on the left, and the job will be printed in color and waiting to be output.

You can see which jobs are available for you to do.

(Job transmission from the client PC is completed, but the print output operation at the release station is state that has not been done.)



From this screen, you can cancel a color print job before it is printed out.

(Cancellation is possible without performing any operation at the release station.)

Click "キャンセル" on the right side of the displayed job. Note that clicking "キャンセル" will delete the job without confirmation.



## 2.6. "Web Print" Screen

The Web Print screen can be displayed from the menu on the left.

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.** Printing with arbitrary settings such as allocation, two-sided printing, 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 posted on the Organization for Information Strategies' website for the procedure of connecting the brought-in 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.



## Upload Print Data Procedure

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

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
非アクティブなジョブ					

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

Webプリント

1. プリンタ 2. オプション 3. アップロード

プリンタの選択:

🔍

プリンタ名 ↑	ロケーション/部署
<input checked="" type="radio"/> er23-dcpt2\BYOD-Color (バーチャル)	
<input type="radio"/> er23-dcpt2\BYOD-Mono (バーチャル)	

◀ アクティブ・ジョブへ戻る

印刷オプションとアカウント選択 ▶

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".

Webプリント

1. プリンタ 2. オプション 3. アップロード

オプション

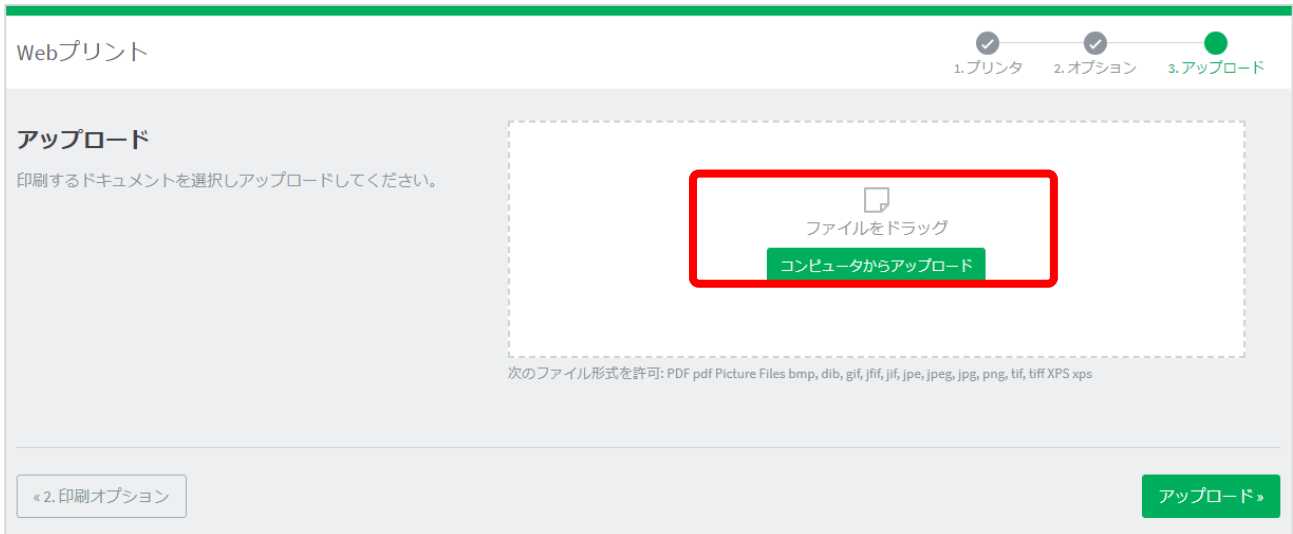
部数

1

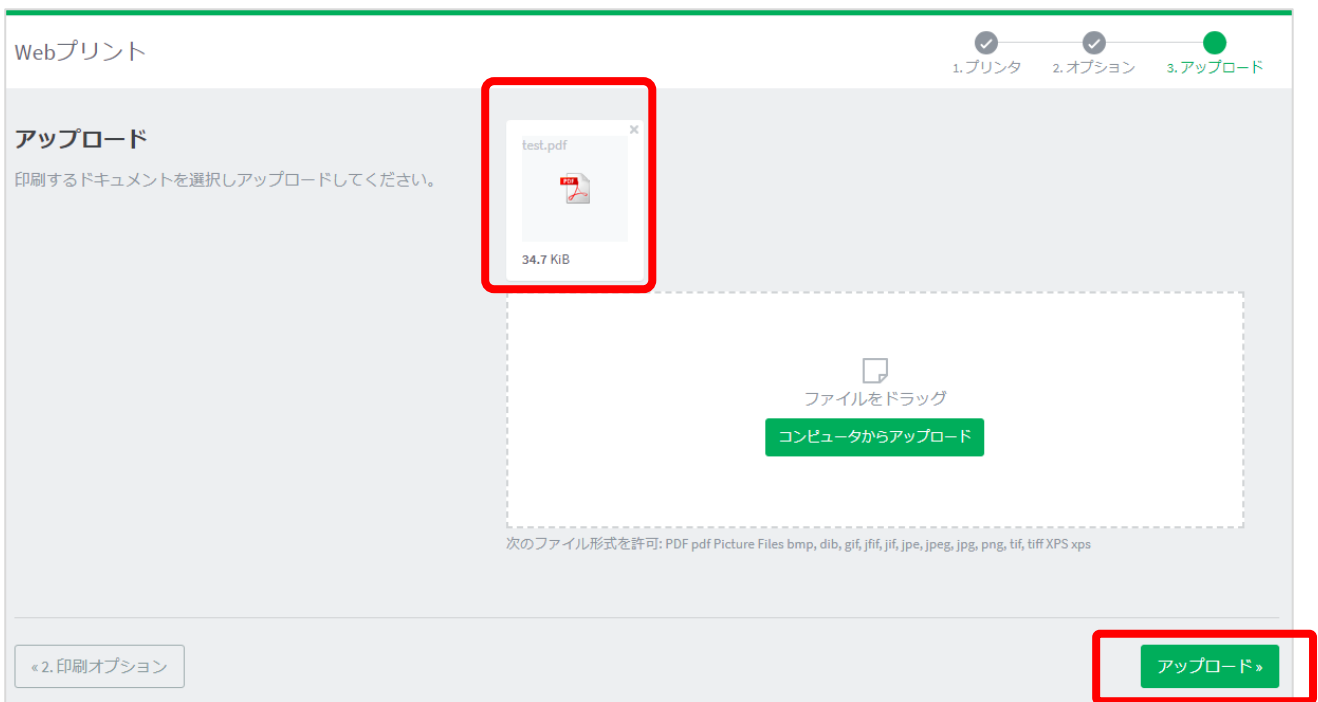
◀ 1. プリンタ選択

**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".

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。
2023/07/25 17:49:24	er23-dcpt2\BYOD-Color	test.pdf	1	1	キューに保留中

### Output Method

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

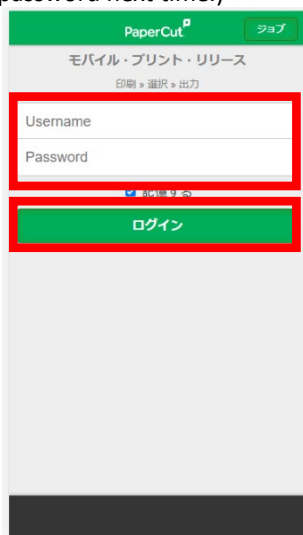


Monochrome printer QR code



Color Printer QR Code

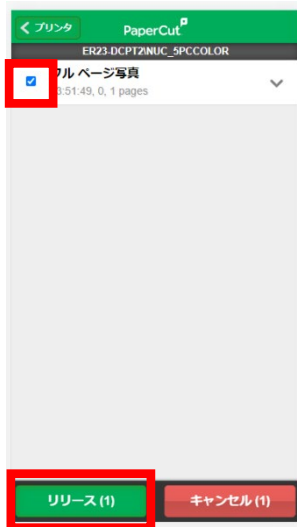
2. Access the web page displayed by the QR code, enter your User ID and password in the "Username" and "Password" fields, and tap the "ログイン" button. (If you check the "Remember me" checkbox, you can skip entering the password next time.)



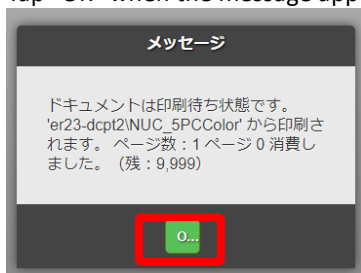
3. After logging in, a list of jobs that have been sent in advance will appear on the screen. Check the job you want to print.

Tap [リリース] to print the job. Tap [キャンセル] to delete the job.

The print point is not consumed at this time. No print points are consumed at this time.



4. Tap "OK" when the message appears.



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

