

How to Print Using PaperCut

1. Printing in this study room is limited to **educational and research purposes only**.
2. Printable File Types:
 - PDF files (PDF)
 - Office documents (Word, PowerPoint, Excel)
 - Image files (TIFF, JPEG, BMP, PNG)
 - Text files (TXT)
3. Password-protected class materials **cannot** be printed.
Open them on a study-room PC and print using the software's print function.
4. Your device must be connected to the campus Wi-Fi **[MIND]**.
If you need help connecting, ask at the counter.

1 Accessing PaperCut

Go to the Meiji University website and use the search box in the upper-right corner to search for **“PaperCut.”**

Open the page titled **“PaperCut | Meiji University”** and scroll down.

Click the **green text button** that appears on the page.

PaperCut

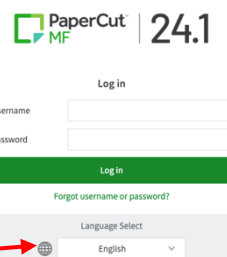
QR Code



2 Logging in to PaperCut

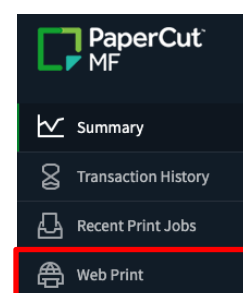
When the PaperCut login screen appears, enter your **Meiji ID (student number)** and **password**, then log in.

Change the language from the language selection menu.



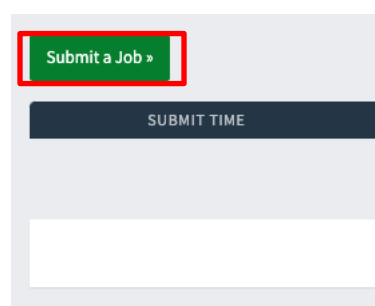
3 Open the Web Print page

From the menu on the left, click **“Web Print.”**



4 Start the Print Job

When the Web Print screen opens, click **“Submit a Job.”**



5 Select a Printer

The **“Select a printer”** screen will open.

The 5th and 6th printers from the top are for Nakano Campus.

They are labeled **“Single-sided”** or **“Double-sided.”**
Click the circle next to the printer you want.

PRINTER NAME +	LOCATION/DEPARTMENT
☐ izm-pr1\自習室（カラー片面）(virtual)	和泉キャンパス
☐ izm-pr1\自習室（カラー両面）(virtual)	和泉キャンパス
☐ izm-pr1\自習室（白黒片面）(virtual)	和泉キャンパス
☐ izm-pr1\自習室（白黒両面）(virtual)	和泉キャンパス
☐ nk25-pr01\自習室・ラーニングラウンジ（片面）(virtual)	中野キャンパス
☐ nk25-pr01\自習室・ラーニングラウンジ（両面）(virtual)	中野キャンパス

← **Single**
← **Double**

Once selected, click **“Print Options and Account Selection”** at the bottom right.

2. Print Options and Account Selection »

6 Specify the Number of Copies

On the **Options** screen, enter the number of copies you want to print.
Then click **“Upload Documents”** in the lower-right corner.

If you need to print **11 or more copies**, repeat the upload process.

Copies
1 Max: 10
3. Upload Documents »

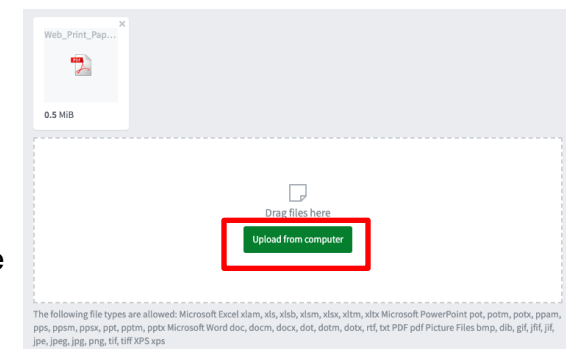
7 Upload Your File

On the **Upload** screen, select **“Upload from Computer.”**
(This option also works on smartphones.)

Choose the file you want to print.

If the upload completes successfully, the file will appear on the screen.

If your file cannot be printed, an error message will appear.
Please print the file from a study-room PC.



After that, click **“Upload & Complete”** to proceed.

Upload & Complete »

8 Confirm Upload Completion

When the status changes to **“Held in a queue,”** your file is ready for printing.

DOCUMENT NAME	PAGES	COST	STATUS
Web_Print_PaperCut_2025.pdf	1	3 ポイント	Held in a queue

At the printer, tap your student ID card on the card reader to log in.
Choose your print job from the list, check the details, and start printing.

If the status shows **“Rejected,”**

You attempted to print more than **100 points** worth of pages in one job.

Split the file or print from a study-room PC instead.

When using a study-room PC, **do not upload to PaperCut**—

use the normal print function in Word, PowerPoint, PDF viewer, etc.