



Papercut Print Submission for the MakerBot Series

This guide will follow clients through the process for proper Print submission for the MakerBot Innovation Center.

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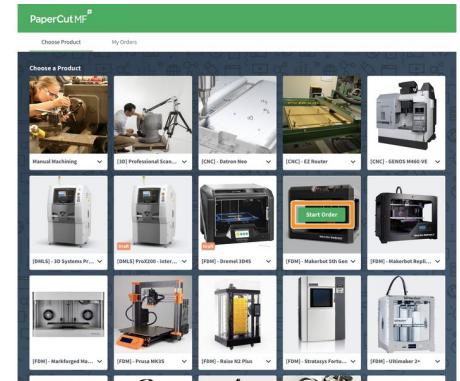
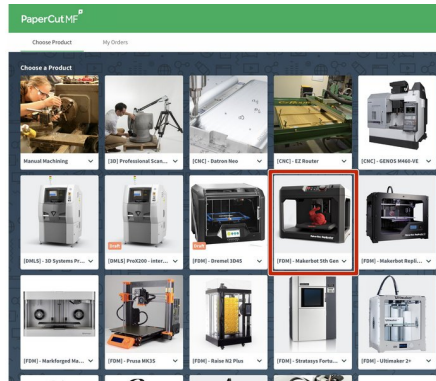
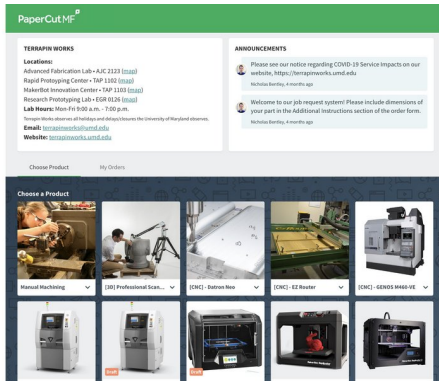
The PaperCut MF logo is displayed in white on a solid green background. The text "PaperCut" is in a sans-serif font, with a small "TM" trademark symbol to its upper right. The letters "MF" are significantly larger and bolder than "PaperCut". To the right of "MF" is a white icon of a square with a smaller square inside it, tilted slightly to the right.

Introduction

Requests for the MakerBot Series 3D Printers are now accepted through [Papercut](#) at [ter.ps/papercut](#)

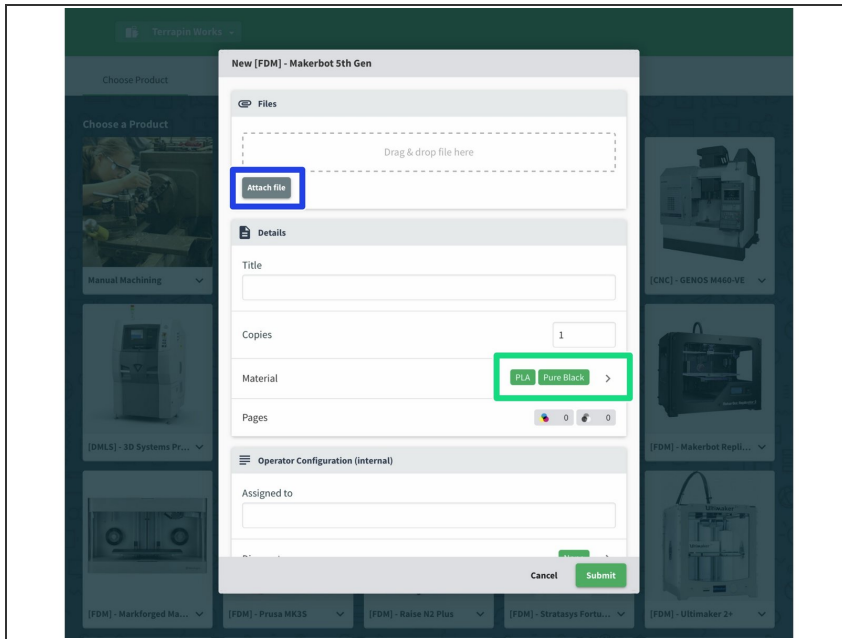
Please follow the instructions within this guide to learn how to submit a print request to the MakerBot Innovation Center [MIC] through Papercut.

Step 1 — Start an Order



- Access the [Landing Page](https://go.umd.edu/submit) at <https://go.umd.edu/submit>
- Scroll down to “Choose a Product” and hover your cursor over the MakerBot 5th Generation Printer
- Click on the green “Start Order” button to proceed

Step 2 — Upload your 3D Model



- Clicking “Start Order” summons a pop up with prompts
- Click the gray “Attach File” button and upload the 3D model you intend to print
- ⚠ Only **.stl**, **.3mf**, and **.print** files are accepted. File types such as **.makerbot** and **.gcode** are *not* accepted.
- ⓘ If desired, you can additionally attach a screenshot of the intended orientation of your part(s)
- Select the Material and Color choice

Step 3 — Charge to the Appropriate Account

- Scroll down to the account section and click the gray “Select account...” button
- Select “Personal Account” to charge to your Papercut Webcashier Account
- [KFS] Alternatively, select a shared account from the “Shared Accounts” category to charge your department’s Papercut Webcashier Account
 - ★ In order to select this shared account, your supervisor must [grant you access](http://ter.ps/pcutKFS) after you fill out the form at <http://ter.ps/pcutKFS>
- ❗ The account will be charged upon pickup of the part(s)

Step 4 — Confirm Details & Submit Your Order

New FDM - Makerbot 5th Gen

Accounting

Charge to

Delivery & Instructions

Delivery option

Check which lab the equipment your job was printed on resides in via <http://ter.ps/findmyprint>.

Due date

Proof required

Additional instructions

PaperCutMF

Choose Product

My Orders

Order	Title	Product	Cost	Last activity	Status
#0071	TEST REQUEST AMK	[SLA] - Formlabs Form 2		October 26, 2018 4:14 PM	<input type="button" value="Picked up"/>

Powered by PaperCut MF Job Ticketing 1.0.3029 (2020-06-15)
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- If necessary, include relevant details in the “Additional Instructions” section such as **outer box dimensions** or **quantity of individual parts**
- Click the green “Submit” to finalize the request
- Review the order in the “My Orders” section of the Landing Page

Step 5 — Await Further Instruction



You will receive updates about the status of your print request and pickup instructions via email