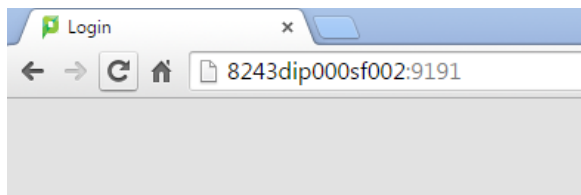


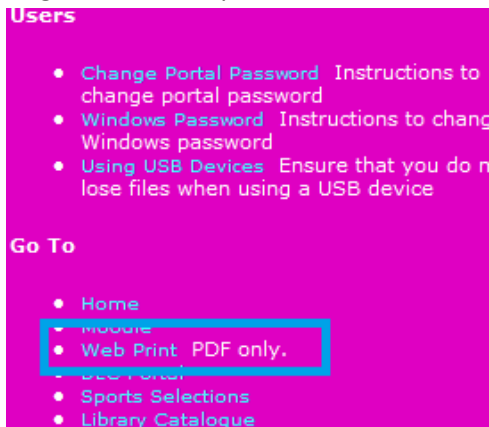
# How to Print From Your Device

1. Type <http://8243dip000sf002:9191> in the URL of your web browser

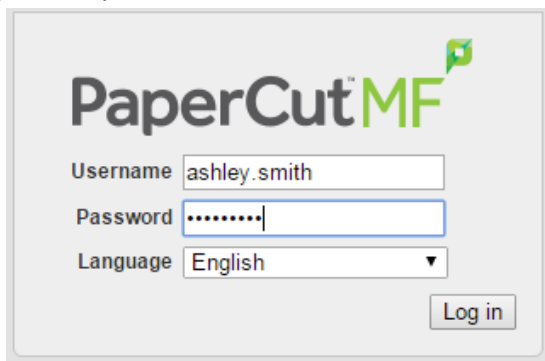


OR

Go through the student portal



2. Log in with your student Username and Password



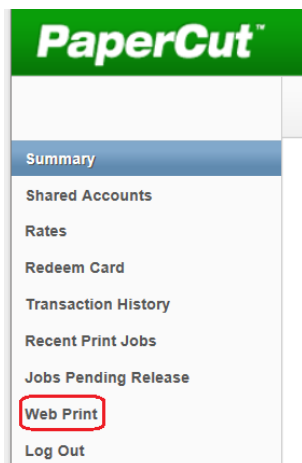
**PaperCut<sup>MF</sup>**

Username

Password

Language

3. Click on Web Print on the left-hand side



4. Click on Submit a Job

## Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job >>](#)

5. Select the printer you want to print to.  
*Library-B&W* and *Library-Colour*, which will go to the library. You can select colour and double sided print.  
*Multimedia-B&W* and *Multimedia-Colour* will go to CR2

To print in black and white use *Library-A&W*

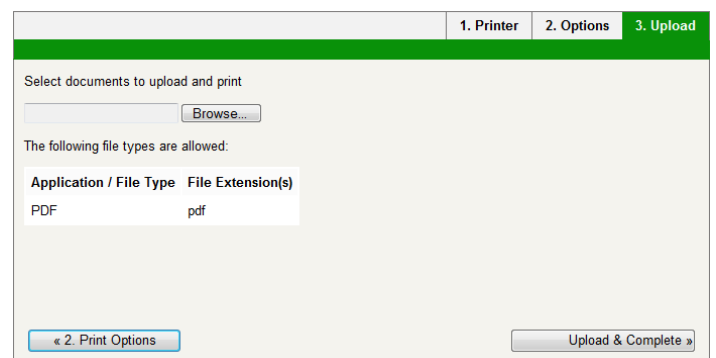
To print in colour use *Library-Colour*



6. Click on 2. *Print Options and Account Selection*. You can set how many copies you want here.

7. Click on 3. *Upload Documents >>*

8. Click on *Choose Files* to select which file(s) you want to print. **You can only print .PDF files or images. Currently only A4 pages. Please print A3 from a school computer.**



9. Click on *Upload & Complete >>* to start printing.

**Release your print job at the Copier**