## How to Print From Your Device

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



2. Log in with your student Username and Password

PaperCutMF					
Username	ashley.smith				
Password	••••••				
Language	English •				
	Log in				

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 »

 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* 

		1. Printer	2. Options	3. Upload
Select a printer:				
Quick Find:		Find Printer		
Printer Name		Location/Dep	artment	
8243dip000sf002\Library-B&W_A4_Double_Sided (virtual)	Library			
8243dip000sf002\Library-B&W_A4_Single_Sided (virtual)	Library			
8243dip000sf002\Library-Colour_A4_Double_Sided (virtual)	Library			
8243dip000sf002\Library-Colour_A4_Single_Sided (virtual)	Library			

- 6. Click on *2. Print Options and Account Selection*. You can set how many copies you want here.
- 7. Click on 3. Upload Documents >>
- 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.

		1. Printer	2. Options	3. Upload
Select documents to uploa	d and print			
	Browse			
The following file types are	allowed:			
Application / File Type	File Extension(s)			
PDF	pdf			
« 2. Print Options			Upload &	Complete »

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

## Release your print job at the Copier