Wifi Printing: Two Ways

Release from Print Queue

Hold your job in a print queue and then collected it at any printer

OR

Direct to Printer

Choose a specific printer and print your job without needing to sign in to that device

***Note: Wifi printing in the library only prints double-sided. For single-sided printing please go to the computer labs

Uploading your Document to PaperCut

- 1. Navigate to the following link and sign in using your normal student username and password: https://print.mic.ul.ie:9192/user
- 2. Click on 'Submit a job' to begin uploading your document

PaperCutMF						
└ Summary	Web Print					
S Transaction History	Web Print Servery ice 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.					
Recent Print Jobs	Submita.Job>					
Jobs Pending Release	SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
🖀 Web Print						
🔗 Add Credit			Manager School			
🔗 Print T&Cs	No active jobs					

3. Choose your location and select 'print options and account selection'

PaperCutMF		
└─_ Summary	Web Print	1. Printer 2. Options 3. Upload
Transaction History Recent Print Jobs Jobs Pending Release	Select a printer:	
Web Print	PRINTER RAME + printerserver/Colour Printer (virtual) printerserver/JHN Colour Printer (virtual)	LOCATION DEPARTMENT Limerick - Colour Printer G36 Limerick - JHN Colour Printer
₿ Print T&Cs	printerserver(JHN Mono Printer (virtual) printerserver(Mono Printers (virtual) printerserver(Mono Printers Colour Printer (virtual) printerserver(Thurles Mono Printer (virtual)	Limerick - JHV Baarment B&W Printer Limerick - All B&W Printers in Library and G33 and G36 Thurles Campus Thurles Campus B&W Printer
	« Back to Active Jobs	2. Print Options and Account Selection •

4. Select the number of copies you would like and click 'upload document'

PaperCutMF			
└ Summary	Web Print		1. Printer 2. Options 3. Upload
Transaction History	Ontions	Copies	
Recent Print Jobs	Options	1	
Jobs Pending Release			
🖺 Web Print			
🔗 Add Credit	« 1. Printer Selection		3. Upload Documents »
🔗 Print T&Cs			

5. Upload your document from your computer/storage device and click 'upload and complete'

PaperCutMF			libraryorders 🗸
└ Summary	Web Print	L. Printer 2. Options 3. Upland	
∑ Transaction History ⊥ Recent Print Jobs ↓ Jobs Pending Release ♠ Web Print 𝒞 Add Credit 𝒞 Print T&CS	Upload Select documents to upload and print	Exist meta mail 27.20 C 2.70 C 2.70	
	< 2. Print Options	Upload & Complete >	

6. Your document will then be held in a queue. To add more documents select 'Submit a job'

PaperCutMF						
🗠 Summary	Web Print					
Transaction History	Web Print is a service to enable printir	ng for laptop, wireless and unauthentica	ated users without the need to install print drivers.	To upload a docum	ent for printing	;, click Submit a Job below.
Jobs Pending Release	Submit a Job »	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Heb Print	Dec 6, 2019 3:19:42 PM	printerserver\Mono Printers	Social media analytics report1.xlsx	16	€0.96	Held in a queue
🔗 Add Credit						
Print T&Cs						

Direct to Printer

7. From the menu on the left of the screen, select 'jobs pending release'

PaperCutMF						
₩ Summary	Web Print					
S Transaction History	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.					
Recent Print Jobs	Submit a Job x					
Jobs Pending Release	SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Heb Print	Dec 6, 2019 3:19:42 PM	printerserver\Mono Printers	Social media analytics report1.xlsx	16	€0.96	Held in a queue
🔗 Add Credit						
Print T&Cs						

8. From the next screen, click on the printer that you want to print your document to

PaperCutMF ^P			
└─_ Summary	Jobs Pending Release		
Transaction History	This job may be printed at one of several possible printers.	Please select a printer from the list below.	
Recent Print Jobs	PRINTER	LOCATION	STATUS
Jobs Pending Release	printerserver\G33 Mono 1 B7035 P	G33 Lab Foundation Building	🖶 ок
A Web Print	printerserver\G36 Mono 1 B7035 P	G36 Lab Foundation Building	🖶 ОК
	printerserver\Lib Mono 1 B7035 P	Library Limerick 4 Hour Loans	🖶 ОК
& Add Credit	printerserver\Lib Mono 2 B7035 P	Library Limerick Main Collection	П ОК
Print T&Cs			Back

9. Your document will automatically print to the chosen device.

***To avoid losing or mis-placing your work, please pick up your document immediately after printing it

Release from Print Queue

10. After Step 5 above, go to any of the following device locations:

Both printers in the library The mono printer in G33 And the mono printer in G36

- 11. Sign in to the device by scanning your student card
- 12. Select 'print release'.
- 13. Select your document by ticking the box
- 14. Click on 'print' and wait for your document to be printed