

Wifi Printing: Two Ways

Release from Print Queue

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

OR

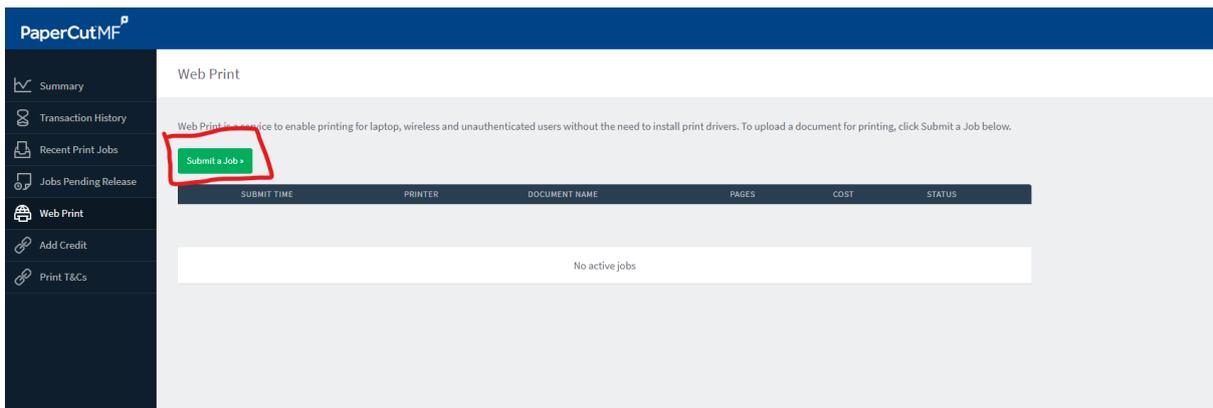
Direct to Printer

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

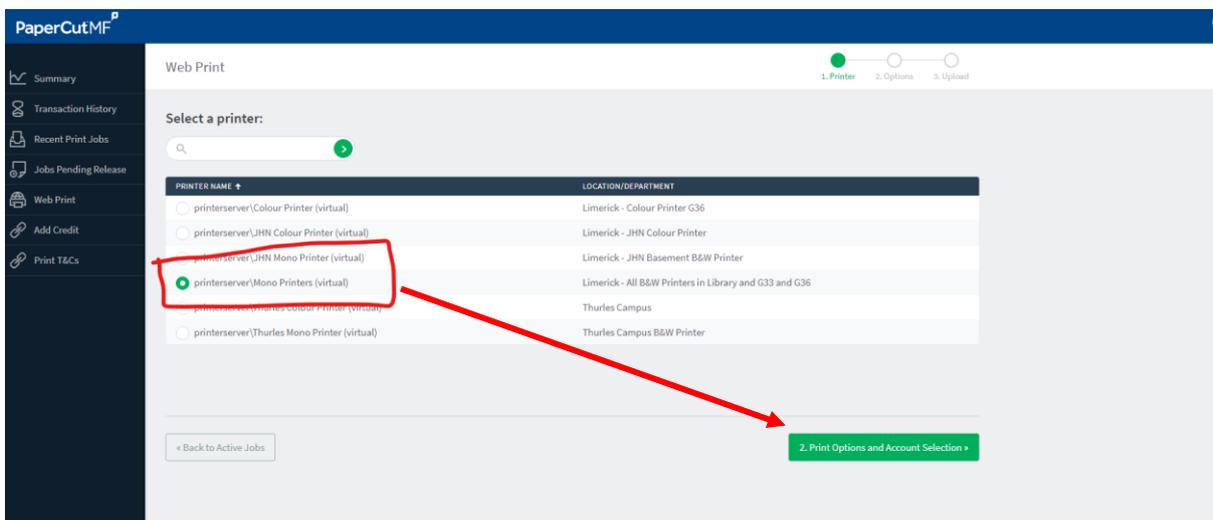
****Note: Wifi printing in the library only prints double-sided. For single-sided printing please go to the computer labs*

Uploading your Document to PaperCut

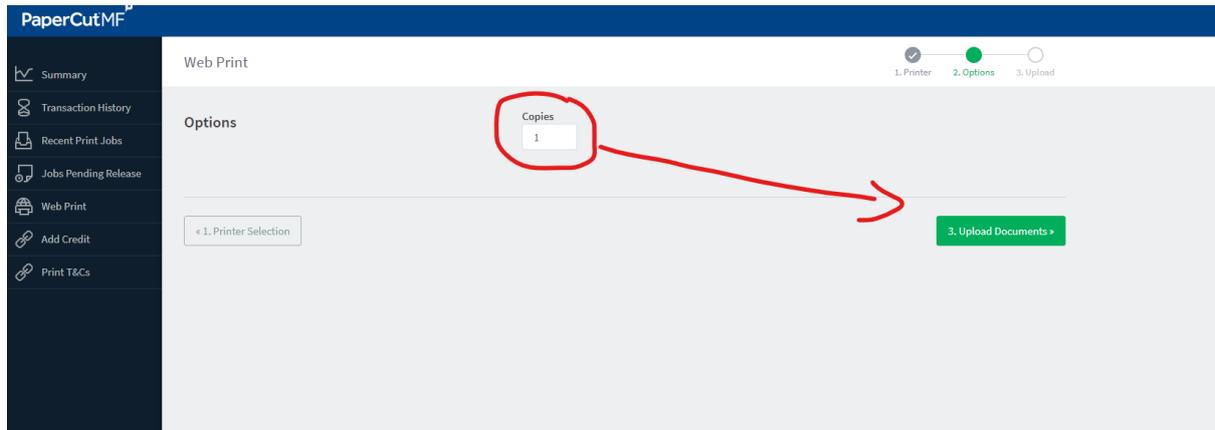
1. Navigate to the following link and sign in using your normal student username and password: <https://print.mic.ul.ie:9192/user>
2. Click on 'Submit a job' to begin uploading your document



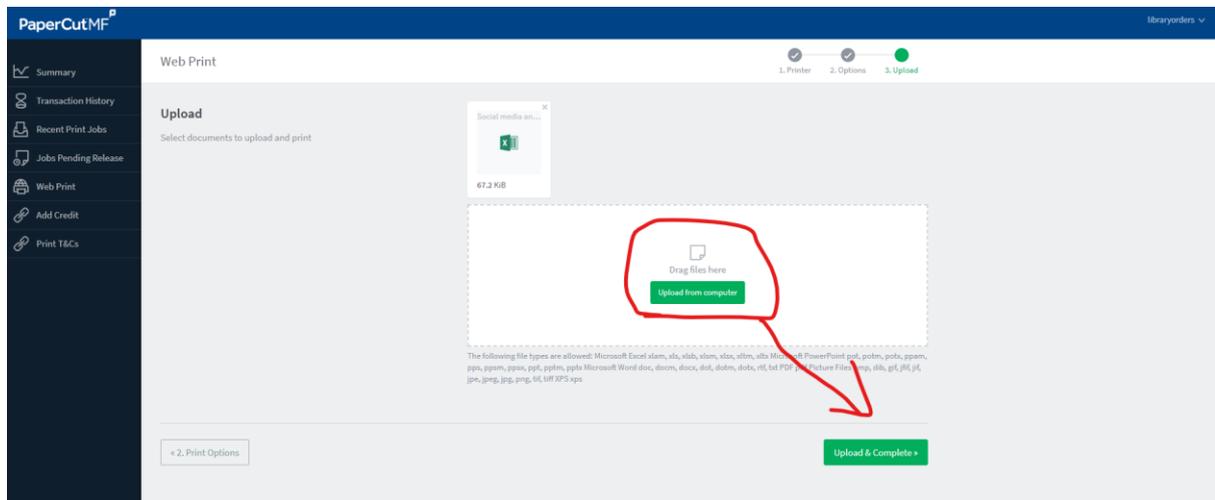
3. Choose your location and select 'print options and account selection'



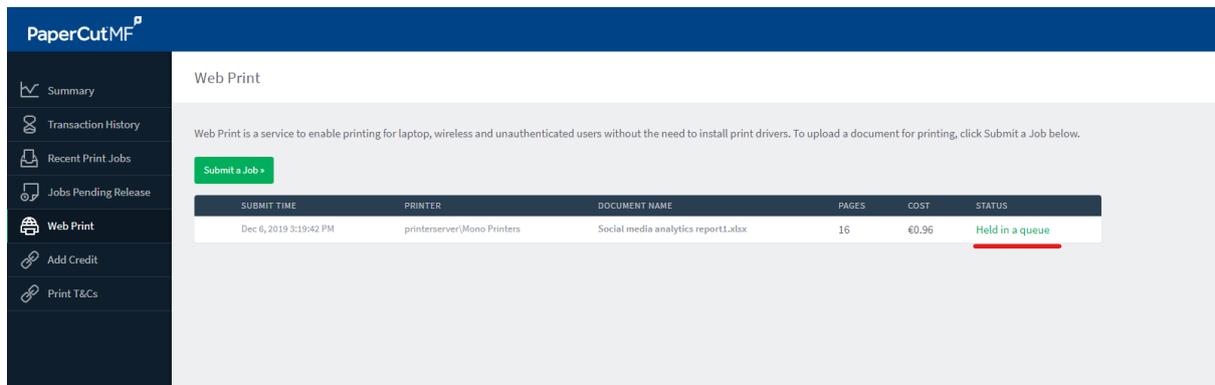
4. Select the number of copies you would like and click 'upload document'



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

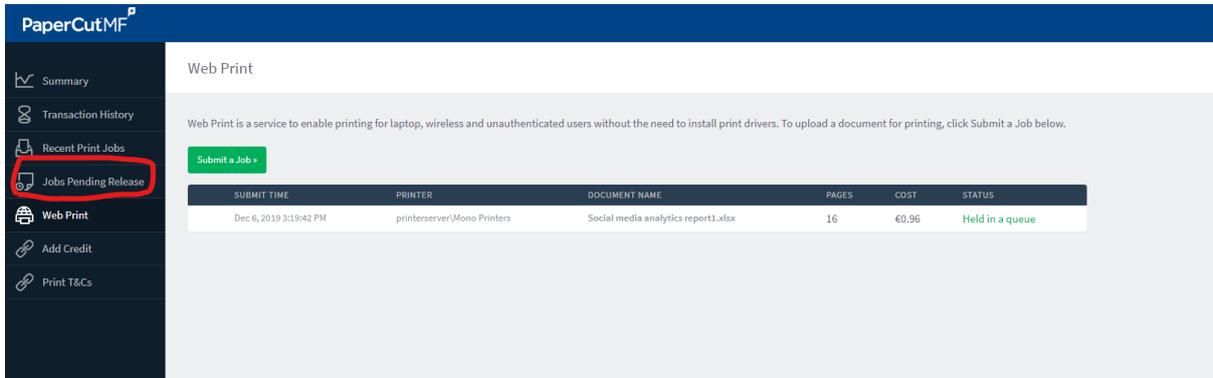


6. Your document will then be held in a queue. To add more documents select 'Submit a job'



Direct to Printer

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



PaperCutMF

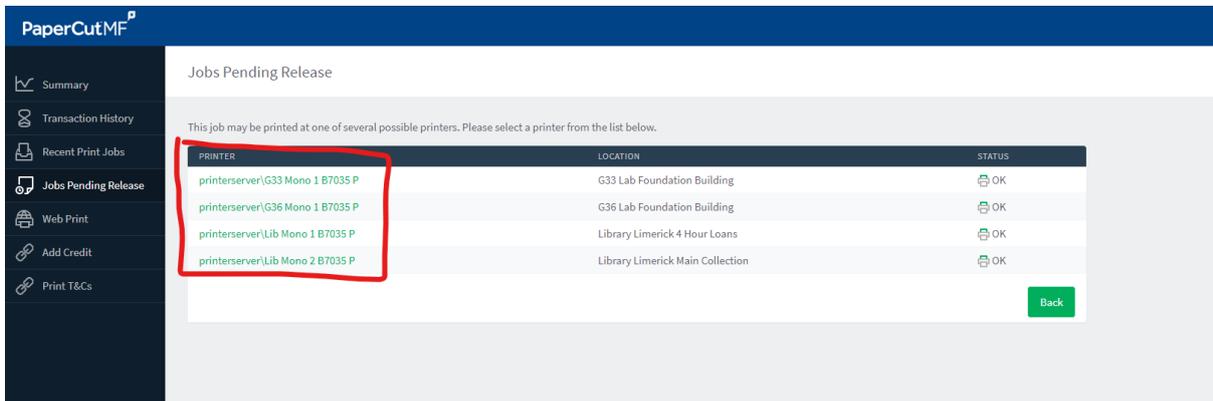
Web Print

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 >](#)

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Dec 6, 2019 3:19:42 PM	printerserver\Mono Printers	Social media analytics report1.xlsx	16	€0.96	Held in a queue

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



PaperCutMF

Jobs Pending Release

This job may be printed at one of several possible printers. Please select a printer from the list below.

PRINTER	LOCATION	STATUS
printerserver\G33 Mono 1 B7035 P	G33 Lab Foundation Building	OK
printerserver\G36 Mono 1 B7035 P	G36 Lab Foundation Building	OK
printerserver\Lib Mono 1 B7035 P	Library Limerick 4 Hour Loans	OK
printerserver\Lib Mono 2 B7035 P	Library Limerick Main Collection	OK

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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

