



UNIVERSITY
OF LONDON
SENATE HOUSE
LIBRARY

PaperCut Print Guide

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The PaperCut print service allows documents and web pages to be printed to the SHL MFDs from any Computer or laptop. To use the printing system you first need to register your card.

How to register your library card to the new print system

1. Log into your account via the catalogue.

[Login to
your account ➔](#)



2. Enter your name and membership number

Please enter your name and membership number to continue:

For example, type "John Smith" and press tab to enter your membership number.
Your Name:

Type your membership number and then press return
Barcode:

3. Tick the check box to create a printing and copying account

Photocopying, Printing & Scanning

Create a Printing and Copying account by confirming you agree to our terms and conditions [here](#)



4. This may take a short moment. After registering click on **Go to our Printing service**.

An account has been created for you.

Go to our Printing service

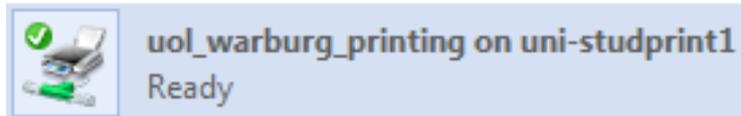


Your password is the last 6 digits of the **CARD NUMBER** on the back of your card.

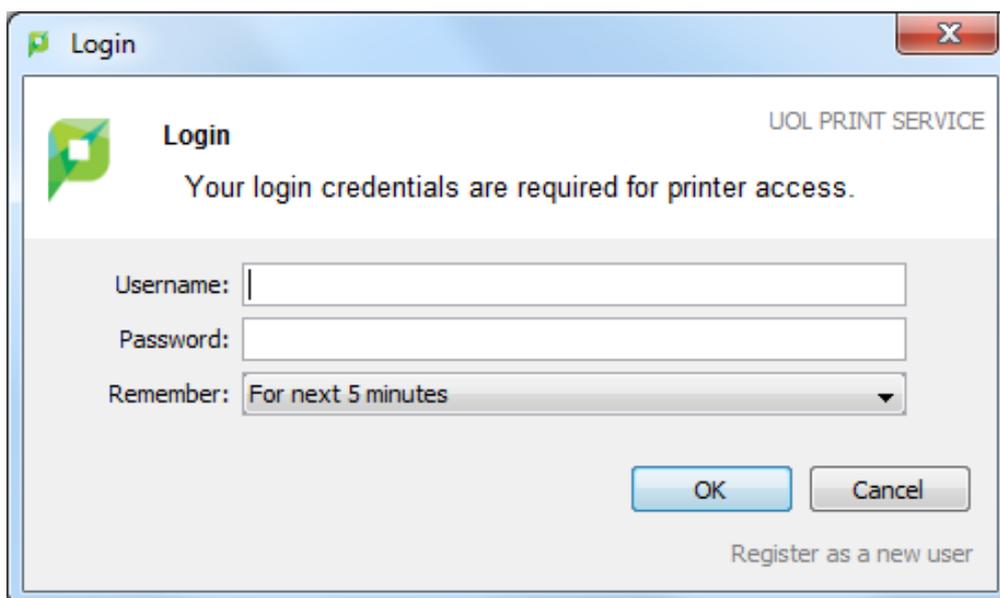
5. In the window that appears enter your username and password. Your username is your membership number. Your password is the last 6 digits of the card number as displayed on the reverse of the card near the top.

Printing from SHL Computers

1. Open the document you want to print and select **File** then **Print**.
2. Select **uol_warburg_printing on uni-studprint1** from the list.

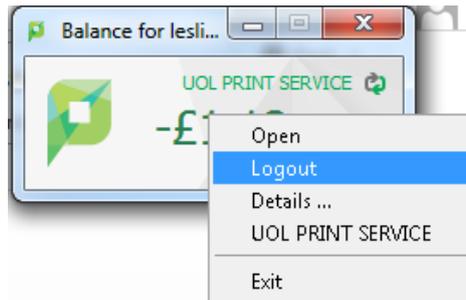


3. In the window that appears log into your account. Your **username** is your membership number. Your **password** is the last 6 digits of the card number as displayed on the reverse of the card near the top.

A screenshot of a "Login" dialog box for the "UOL PRINT SERVICE". The window title is "Login". The main text says "Your login credentials are required for printer access." Below this are three input fields: "Username:" with an empty text box, "Password:" with an empty text box, and "Remember:" with a dropdown menu set to "For next 5 minutes". At the bottom right are "OK" and "Cancel" buttons, and a link that says "Register as a new user".

4. Go to the copier and login to retrieve your document.

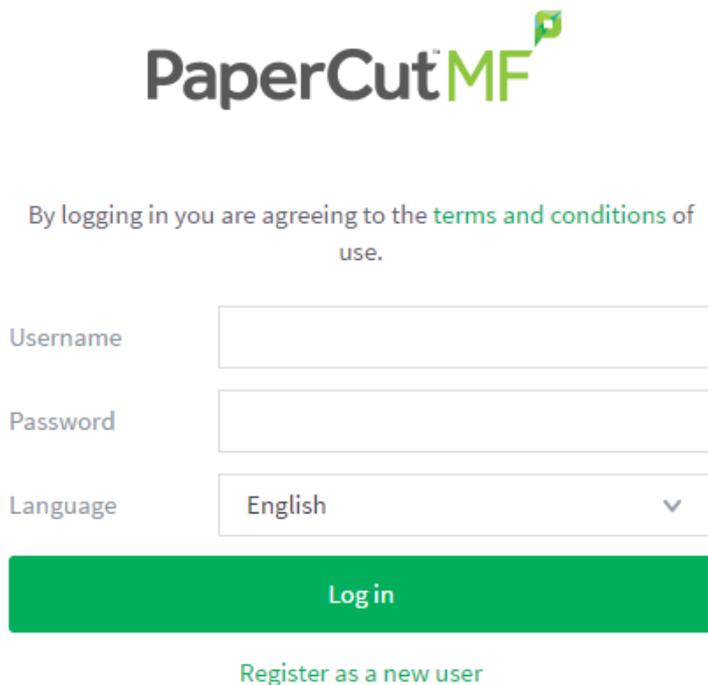
5. Remember to **log out** from the computer. To do this right click within the **UOL Print Service** window found in the right top corner of your screen and select **Logout**.



Printing from mobile devices

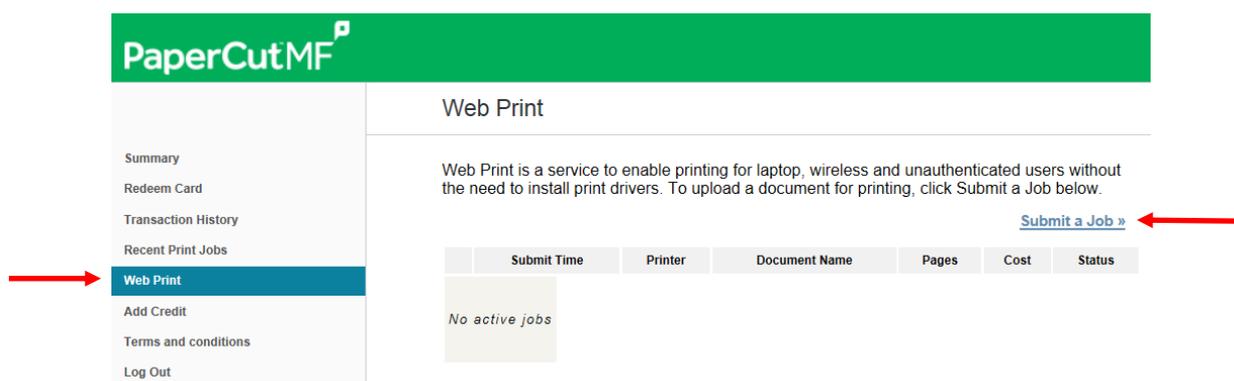
The PaperCut print system allows you to print from mobile devices such as laptops using **Web Print** or **Mobility Print**. To print using **Web Print**, visit <https://printing.london.ac.uk/user> and follow the steps below:

1. Log into your account. Your **username** is your membership number. Your **password** is the last 6 digits of the card number as displayed on the reverse of the card near the top.



The image shows the PaperCutMF login interface. At the top is the PaperCutMF logo. Below it is a disclaimer: "By logging in you are agreeing to the terms and conditions of use." There are three input fields: "Username" (empty), "Password" (empty), and "Language" (set to "English" with a dropdown arrow). A large green "Log in" button is centered below the fields. At the bottom, there is a link "Register as a new user".

2. Select **Web Print** and then click on **Submit a Job**.



The image shows the PaperCutMF Web Print page. The left sidebar has a menu with "Web Print" selected and highlighted in blue. A red arrow points to this menu item. The main content area is titled "Web Print" and contains the text: "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." A red arrow points to the "Submit a Job »" link. Below this text is a table with columns: "Submit Time", "Printer", "Document Name", "Pages", "Cost", and "Status". The table is currently empty, with the text "No active jobs" displayed below it.

3. Select a print options from this list.



The image shows a dropdown menu for selecting a printer. The menu is titled "Printer Name" with a green upward-pointing triangle. It contains four radio button options, each followed by the printer name and "(virtual)":

- uni-studprint1UOL_B&W_DoubleSided (virtual)
- uni-studprint1UOL_B&W_SingleSided (virtual)
- uni-studprint1UOL_Colour_DoubleSided (virtual)
- uni-studprint1UOL_Colour_SingleSided (virtual)

4. Then click on **Print Options and Account Selection**.



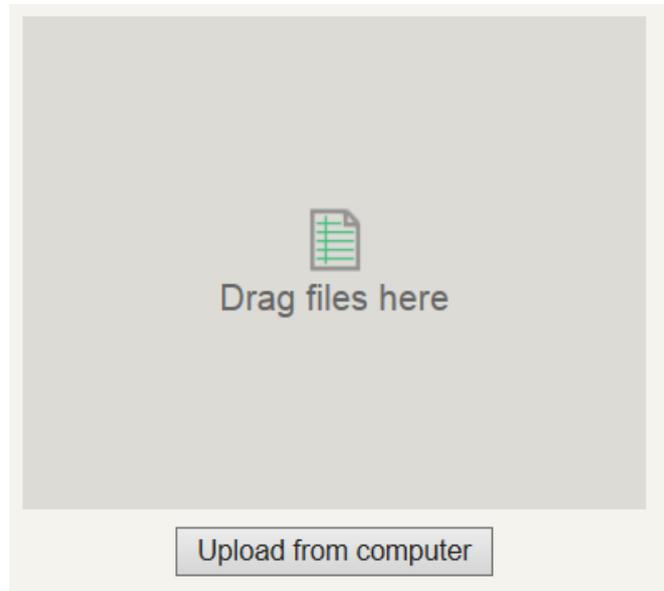
2. Print Options and Account Selection »

5. In the window that appears click on **Upload Documents**.

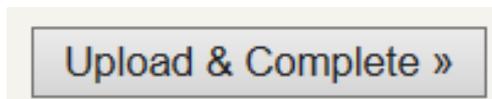


3. Upload Documents »

6. In the window that appears click on **Upload from computer** and find the document you want.



7. Then click on **Upload and Complete**.



8. Once submitted successfully the status will say **Held in a queue**. Go to copier/printer and login to release.

[Submit a Job »](#)

Printer	Document Name	Pages	Cost	Status
uni-studprint1\UOL_B&W_SingleSided	Test.docx	1	£0.06	Held in a queue

To Print Using **Mobility Print** follow the instructions below:

Apple IOS- Print with AirPrint (Mobility Print supports IOS 9.2+)

1. Open the app that you want to print from.
2. To find the print option, tap the app's share icon –  or  – or tap .
3. Tap  or Print. If you can't find the print option, check the app's User Guide or Help section. Not all apps support AirPrint.
4. Tap Select Printer and choose UOL_Mobility_Print. You will then be prompted to authenticate with your Paperut username and password.
5. Choose the number of copies or other options, like which pages you want to print and if you want colour or black and white.
6. Tap Print in the upper-right corner.
7. You can now log in at any library printer and collect your job.

Apple MacOS (Mobility Print supports MacOS Yosemite+)

1. Navigate to **System Preferences > Printers and Scanners**.
2. Click the + icon under the Printers List.
3. The **Add** dialog is displayed. This dialog displays a list of all of the discovered printers on the network.
4. Select UOL_Mobility_Print
5. Check that **Use** is set to **Secure AirPrint**.

6. If **Secure AirPrint** is not displayed:

1. Close the Add dialog.
2. Disconnect from the network.
3. Reconnect to the network.
4. Try again. If you still cannot see Secure AirPrint, contact your nearest library reception desk for advice

7. Click **Add**.

8. Print your document. When prompted enter your PaperCut username and password.

9. You can now log in at any library printer and collect your job.

*If are not sure how to print from your application, take a look at [Print from your Mac](#).

*If you enter the wrong authentication details, MacBook devices do not show any warning message; your job will just not print. If your job doesn't print, check the Print Queue dialog. If the print job is there and has the message Held for authentication, click the  icon; then re-enter your login details.

Android (Android 4.4+.)

1. Install the [Mobility Print app](#) from the Google Play Store.
2. Launch the app and let it run in the background.
3. Tap Android settings.
4. Tap Mobility Print.
5. Tap the enable toggle. (Android should find UOL_Mobility_Print)
6. Exit out of Settings.
7. Print your document. When prompted enter your PaperCut username and password.

8. You can now log in at any library printer and collect your job.

The way you print is different depending on the app you want to print from. For more information, see the documentation for the app. When you select a printer, make sure you select a Mobility Print printer as identified by the PaperCut icon 

If you select the Remember me checkbox, your phone will remember your login details for that printer for one week.

Microsoft Windows (Windows 7+)

1. Download and run this [Mobility Print Printer Setup](#) (pc-mobility-print-printer-setup.exe).
 - a. (alternatively navigate to <https://cdn.papercut.com/files/mobility-print/client/windows/pc-mobility-print-printer-setup-1.0.127.exe>)
2. On the License Agreement screen, click Next.
3. Select a printer (UOL_Mobility_Print), then click Next.
4. Enter your PaperCut Username and Password; then click Next..
5. Click Finish.
6. Print your document ensuring you select UOL_Mobility_Print as your printer.
7. You can now log into any library printer and collect your job.

Adding print credit online

With the PaperCut print system you can top-up your account online. To access the service, visit

<https://printing.london.ac.uk/user> and follow the steps below:

1. Log into your account. Your **username** is your membership number. Your **password** is the last 6 digits of the card number as displayed on the reverse of the card near the top.



By logging in you are agreeing to the [terms and conditions](#) of use.

Username

Password

Language

English



Log in

[Register as a new user](#)

2. Select Add Credit.

The screenshot shows the PaperCutMF user interface. On the left is a sidebar menu with the following items: Summary, Redeem Card, Transaction History, Recent Print Jobs, Web Print, Add Credit (highlighted in blue with a red arrow pointing to it), and Terms and conditions. The main content area is titled 'Add credit using Realex' and contains a table with the following data:

Username	
Current Balance	-£0.89
Amount to add	--- Select the amount ---

3. Choose an option from the **Amount to add** field. Then click **Add Value**.

Add credit using Realex

Username	
Current Balance	-£0.89
Amount to add	<div style="border: 1px solid black; padding: 2px;"><p>— Select the amount —</p><p>£0.06</p><p>£0.30</p><p>£0.60</p><p>£2.50</p><p>£5.00</p><p>£10.00</p><p>£20.00</p></div>

4. Enter your card details.

Payment Details *Secured By 256bit SSL Cert* 

Card Number


Expiry(mm/yy) **Security Code** 
 /
Cardholder Name

Securely Processed by



Please be advised that receipts are not provided when using online payment.

Helpful Email/Phone Contacts

General IT/Printer issues:

Email senatehouselibrary@london.ac.uk

Phone: 44 (0)20 7862 8500