HP PAPERCUT QUICK OPERATION GUIDE -STUDENTS
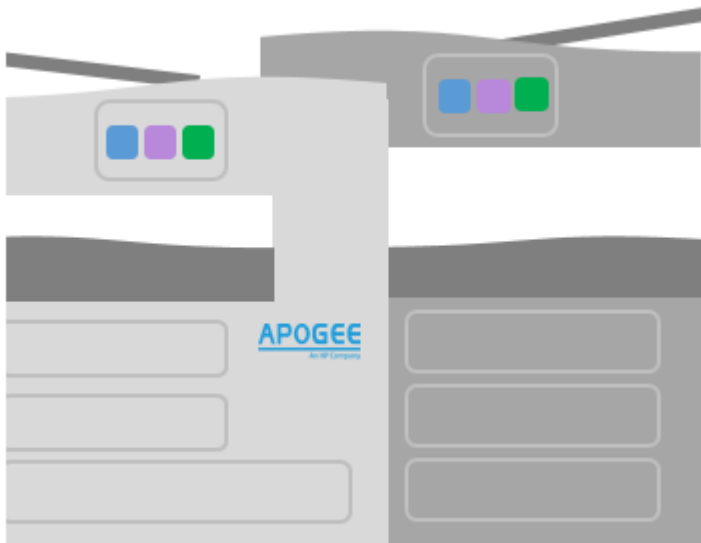
Section	
Standard Printing	
Contactless release (QR code release)	
Web print Email print Mobility print	
Print release	
Scan To My Email	
Basic Copying	
Accessibility	
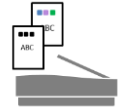
Prefer to watch a video?

Go to: **https://web.microsoftstream.com/video/7ee24ae5-951f-4762-814e-e4ffe97e8361**

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To print a document select the correct printer queue:
On your computer go to the File tab, then Print, Choose MyPrint on printservice.staffs.ac.uk, then click Print
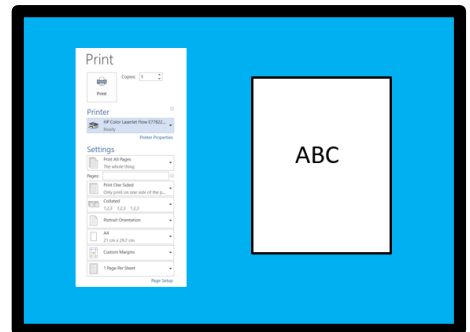
The printing preferences are defaulted to the following:
- Duplex (Double sided printing).
- Black and White (Greyscale).

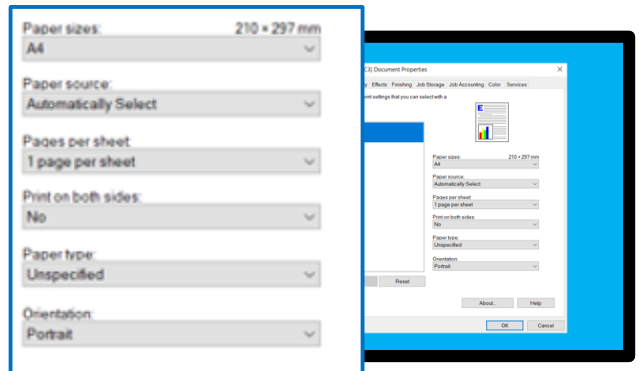**1** In order to change these settings please follow the instructions below
Select **File > Print** from the Menu
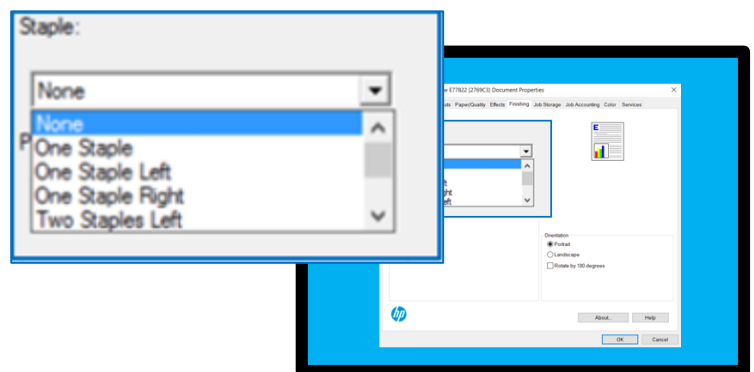Select **Printer Properties** Below the Printer name.

2 Select from the print properties
- Paper Size
- Paper Source
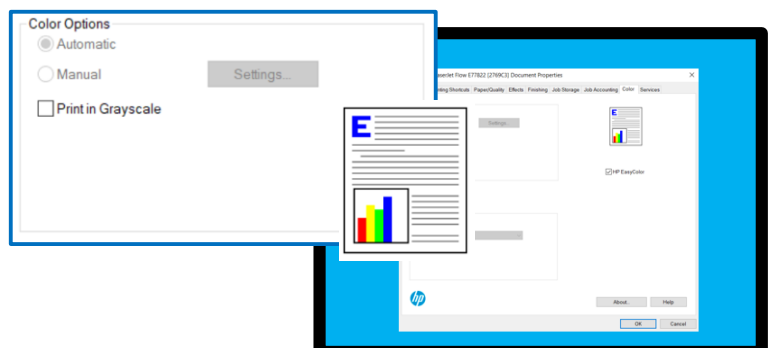- Pages per Sheet
- Print on both sides
- Paper Type

3 Select Finishing then your required staple option.
- Stapling functionality is available on laser devices only
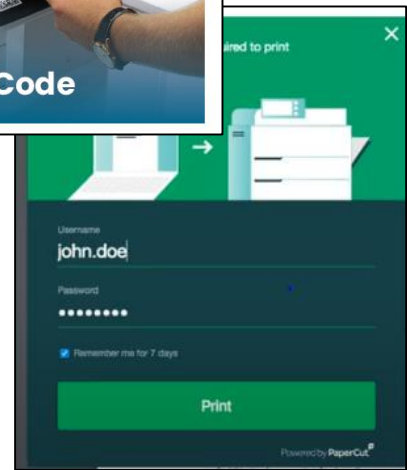

4 Select Colour to change the colour output.

Each printer has a unique QR code sticker,
Which can be scanned using your mobile phone to
giving access to your secure print queue

1   Scan the QR code located on the
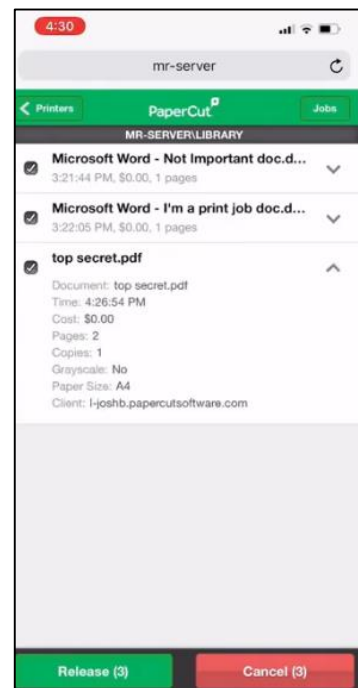   printer with your phone's camera
    app and follow the link

    Phone + QR Code

2   Log in and authenticate with your account
    credentials

    Username
    john.doe

    Password
    ....

    ☑ Remember me for 7 days

    Print

    Powered by PaperCut

3   You can choose to

    • print an individual job

    • Release all your print jobs.

    • Delete unwanted items.

    • Select release to put the printer in
      motion

    All this can be achieved without
    touching the printer control panel
   and using your mobile phone
    instead

    4:30   mr-server

    < Printers   PaperCut   Jobs
    MR-SERVER\LIBRARY

    ☑ Microsoft Word - Not Important doc.d...
      3:21:44 PM, $0.00, 1 pages

    ☑ Microsoft Word - I'm a print job doc.d...
      3:22:05 PM, $0.00, 1 pages

    ☑ top secret.pdf
      Document: top secret.pdf
      Time: 4:26:54 PM
      Cost: $0.00
      Pages: 2
      Copies: 1
      Grayscale: No
      Paper Size: A4
      Client: l-joshb.papercutsoftware.com

    Release (3)   Cancel (3)

Submitting a print job via the web portal or by e-mail

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You can submit a job for printing via the web portal or by e-mail, allowing you to use the printers without installing the printer driver.
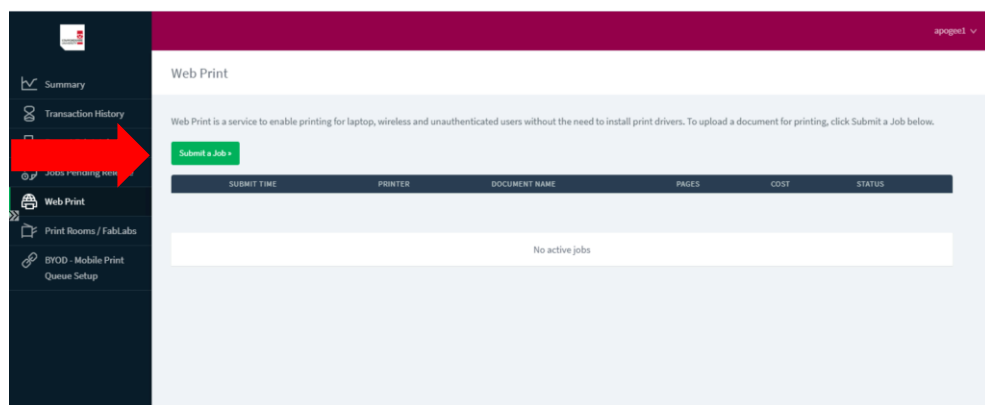
1 Log onto the web portal https://myprint.staffs.ac.uk and sign in

On the left select web print from the menu
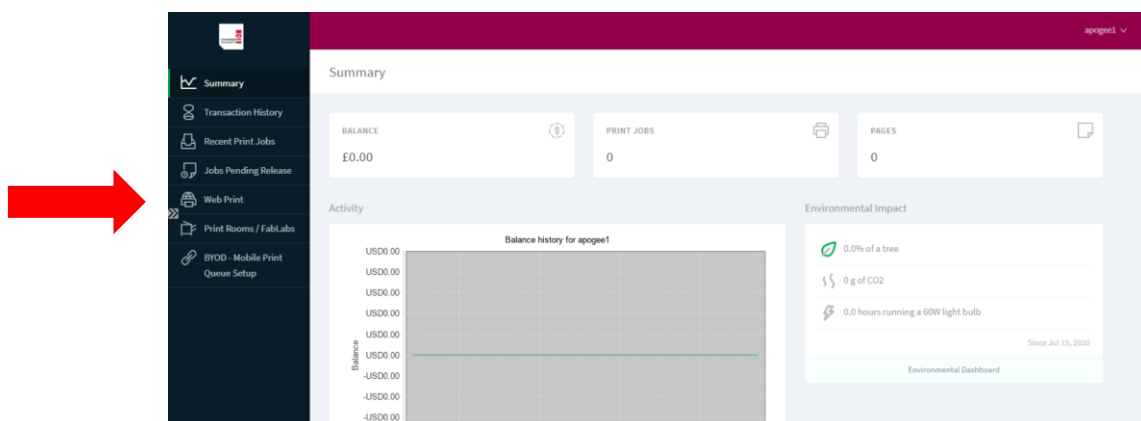
2 Press the green "submit a job button"

Follow the onscreen instructions to upload your document

3 Release your print job at your chosen the printer as usual

**4** To submit a print via email simply send your document as an attachment to myprint@Staffs.ac.uk

It will be sent to your secure print queue ready for release at your chosen printer

It is simple to install the new managed print service on your own device
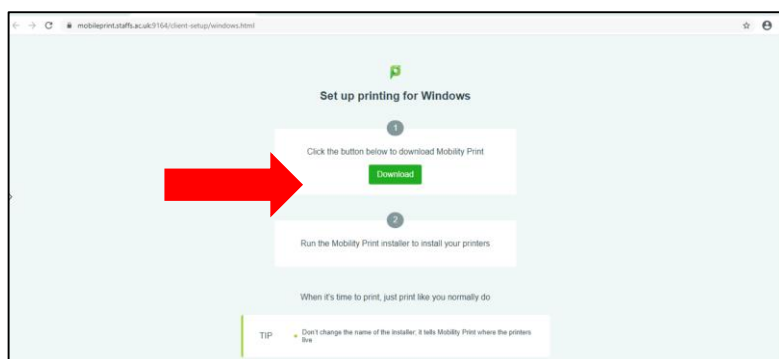(ie Windows, Macs, Chromebooks, iOS or Android)

1 Log onto the web portal
https://myprint.staffs.ac.uk
and sign in

2 Select BYOD-mobile print queue
Set up on the left hand side
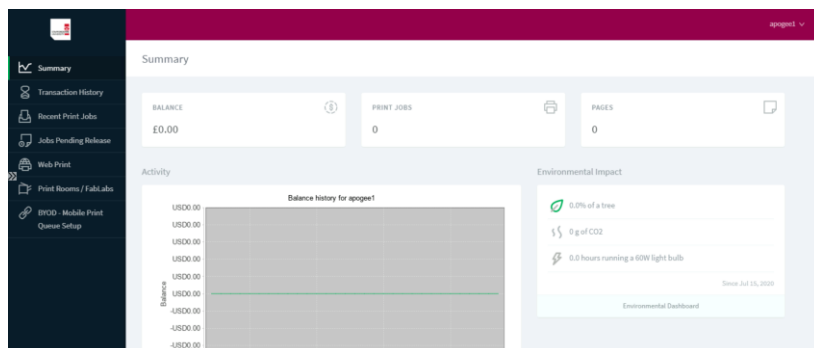
3 You will be re directed to the print
set up page, and as indicated here,
the installer will recognise your OS

Press the green download button
and run the mobility print installer

4 Once installation is complete, simply
print as usual and release at your
chosen printer

NB. Mobility print can only be setup and used whilst connected to
the university Wi-Fi network (e.g. Airnet-Student / Eduroam)

Printing from a Mobile Phone

For mobility print to work you must be connected to the network. **First follow the steps below to install mobility print on your mobile phone.**

Android Phones

1 Install the papercut mobility print app onto your phone

2 Open the app
   • Tap android settings
   • Tap mobility print
   • Tap "enable"
   Exit out of settings

3 Print your document, when prompted enter your username and password .The way you print will vary from app to app. Make sure you are printing to a mobility printer which will show this icon

4 Watch the short video on how it works here:

   Android: https://www.papercut.com/support/resources/manuals/mobility-print/mobility-print-devices/topics/en/client-setup-android.html

iPhones

1 Open the content you want to print
   • Tap the share icon
   • Tap print icon
   • Tap select printer
   • Tap the printer you want to use
   • Enter your username and password

2 Release your document at your chosen printer
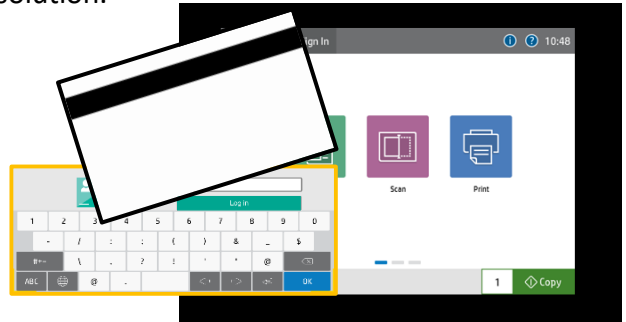
3 Watch the short video on how it works here:
   IOS: https://www.papercut.com/support/resources/manuals/mobility-print/mobility-print-devices/topics/en/client-setup-ios.html
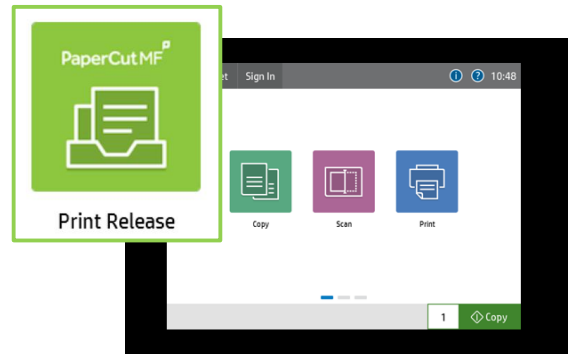
Releasing print jobs

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1 Go to any of the Printers using the Papercut solution.

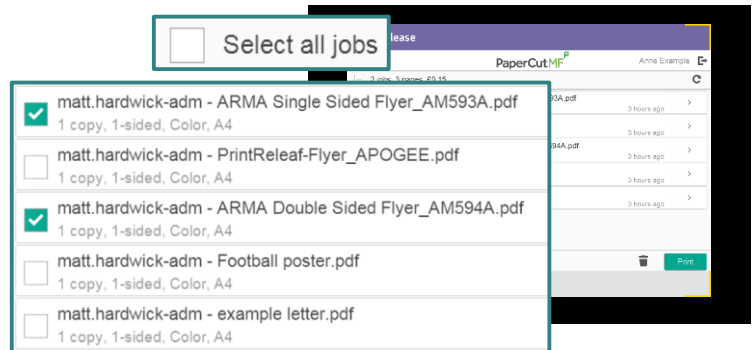Tap your card on the reader to log in

2 Select Print Release.

PaperCut MF
Print Release

3 Select from the listed print jobs.

Select all jobs to print all jobs listed within print queue.

Select all jobs

PaperCut MF — Anne Example

- ☑ matt.hardwick-adm - ARMA Single Sided Flyer_AM593A.pdf
  1 copy, 1-sided, Color, A4
- ☐ matt.hardwick-adm - PrintReleaf-Flyer_APOGEE.pdf
  1 copy, 1-sided, Color, A4
- ☑ matt.hardwick-adm - ARMA Double Sided Flyer_AM594A.pdf
  1 copy, 1-sided, Color, A4
- ☐ matt.hardwick-adm - Football poster.pdf
  1 copy, 1-sided, Color, A4
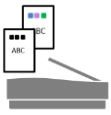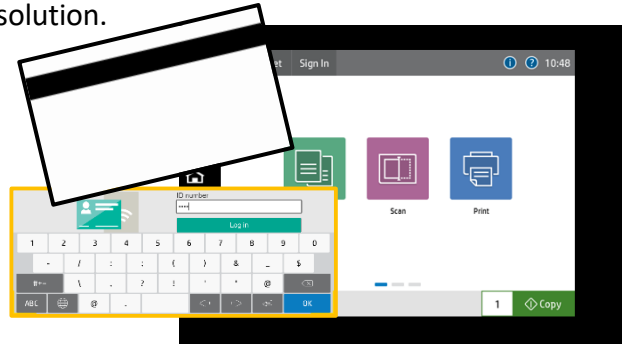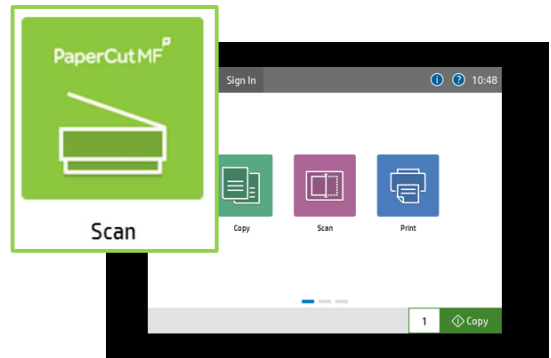- ☐ matt.hardwick-adm - example letter.pdf
  1 copy, 1-sided, Color, A4

4 Select Delete job or Print..

Print

When finished remember to tap sign out.

Sign Out

1 Go to any of the Printers using the Papercut solution.

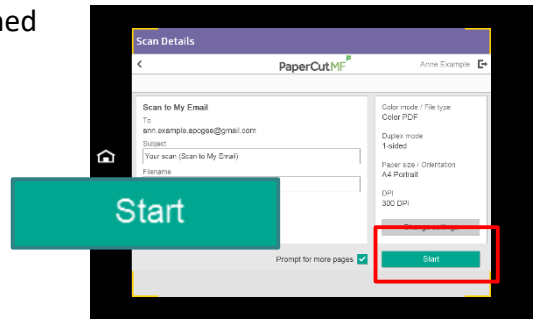   Tap your card on the reader to log in

2 Select Scan.
   Choose scan to email

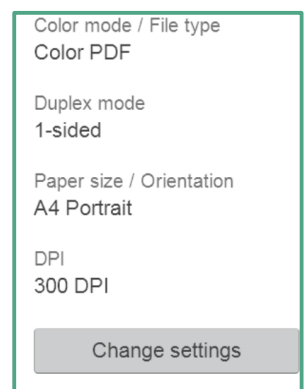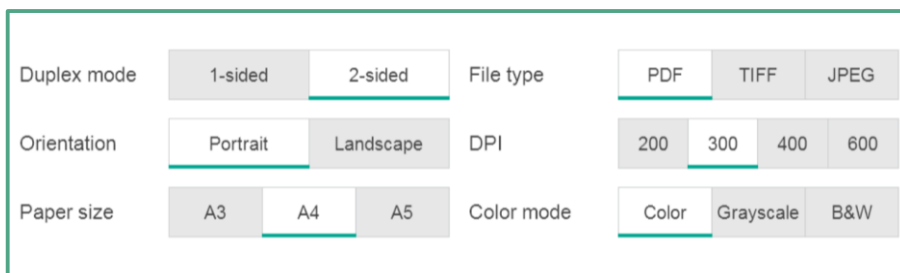   PaperCut MF

   Scan

3 Select Start, documents will be automatically scanned
   to your email inbox.

   Start

4 Select Change settings to amend the default scan settings.

Duplex mode	1-sided	2-sided		File type	PDF	TIFF	JPEG
Orientation	Portrait	Landscape		DPI	200	300	400	600
Paper size	A3	A4	A5	Color mode	Color	Grayscale	B&W

Color mode / File type
Color PDF

Duplex mode
1-sided

Paper size / Orientation
A4 Portrait

DPI
300 DPI

Change settings

1 Go to any of the Printers using the Papercut solution.
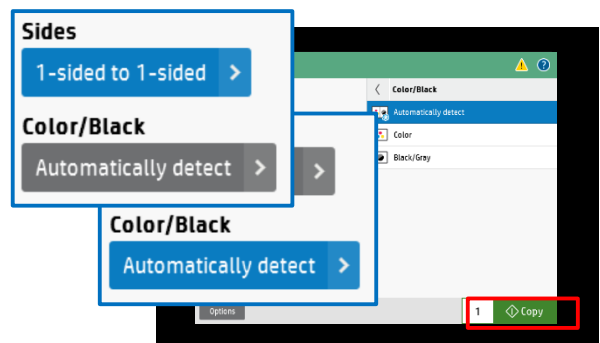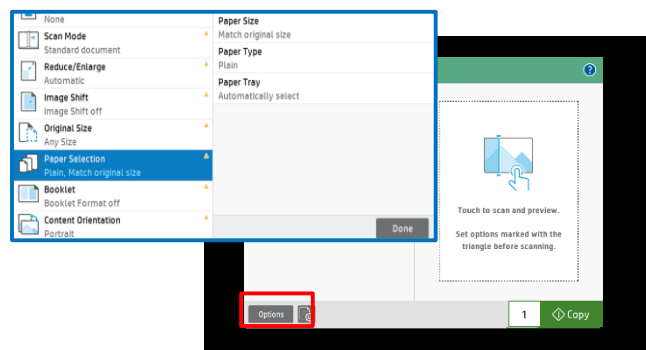
Tap your card on the reader to Log in
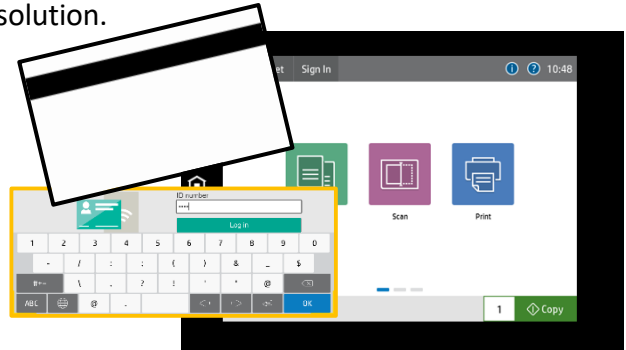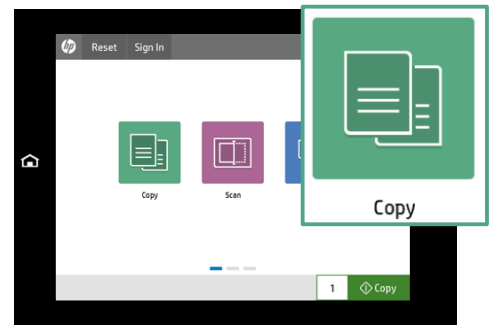
2 Select Copy.

3 Load the document feeder and press Copy.

Default settings:

Copy Automatic detect Colour/Black & White
Copy single side pages

Sides
1-sided to 1-sided

Color/Black
Automatically detect

Color/Black
Automatically detect

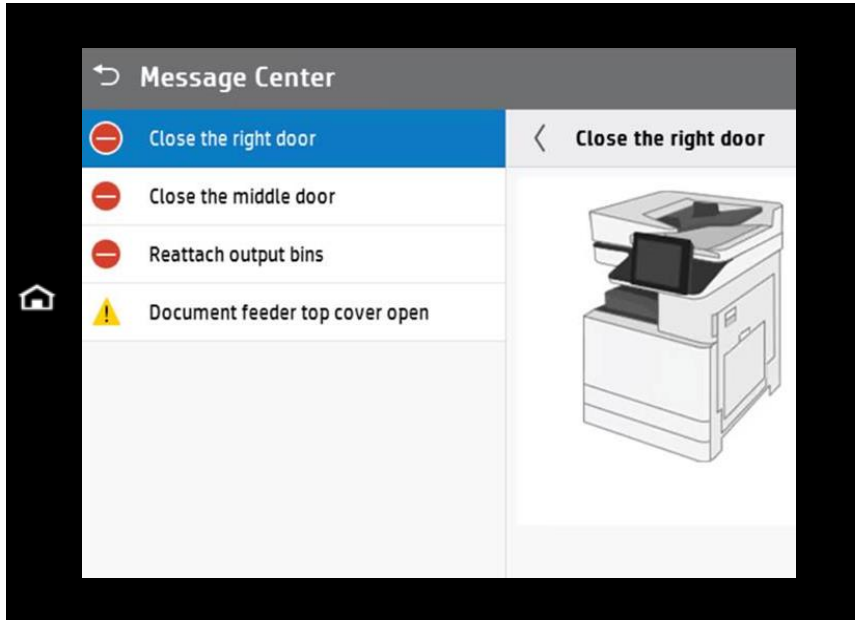**4** Select Options for more copy functions.

5 Select the required quantity then Copy.

1 ◇ Copy

The auto navigation feature assists in clearing jams by providing step by step instructions on the control panel.

When you complete a step, the printer displays instructions for the next step until you have completed all steps in the procedure.
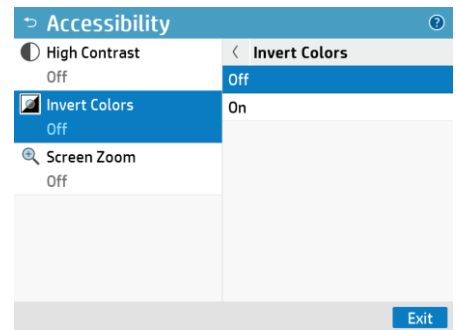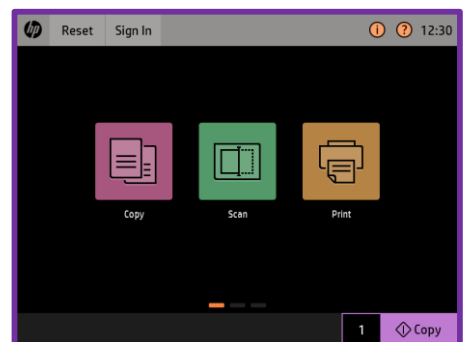
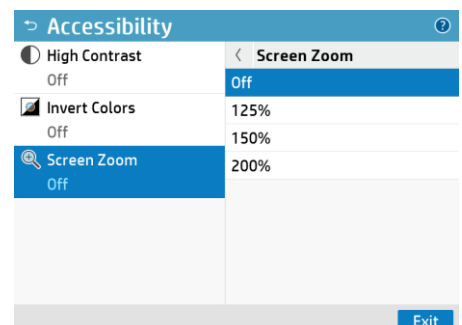**1** Select Accessibility from the Home Screen.

- High contrast will adjust screen brightness

- Invert colours will adjust the background to black

- Screen zoom will increase the size of the content displayed on screen

Need More Help?

**T :01785 353800 or
Email 3800@staffs.ac.uk to log a call**

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