



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**

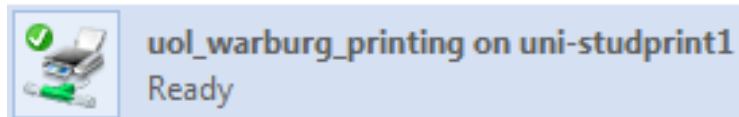


Your password is the last 6 digits of the **CARD NUMBER** on the back of your card.

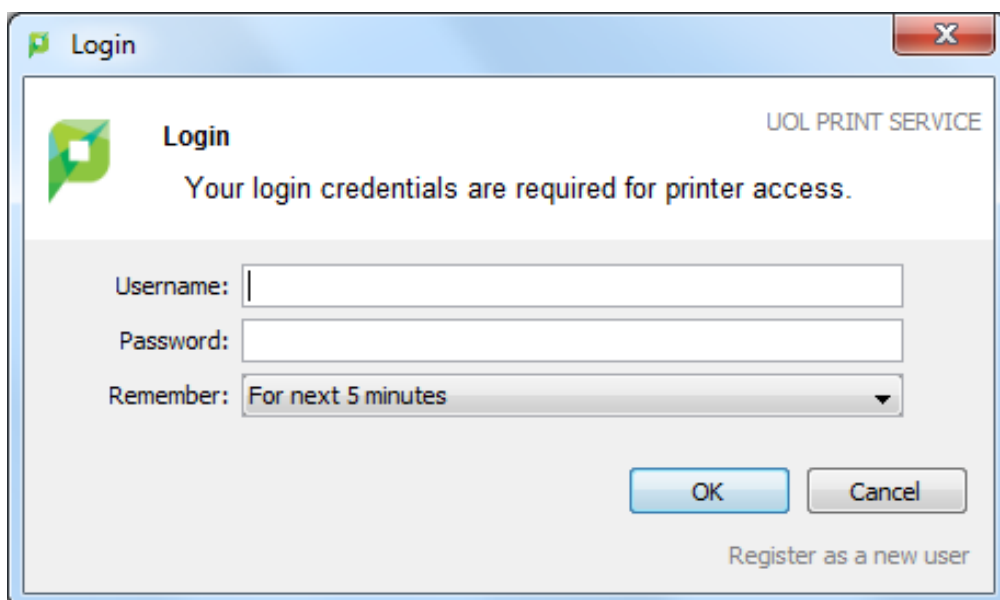
5. In the window that appears enter your username and password. Your username is your membership number. Your password is the last 6 digits of the card number as displayed on the reverse of the card near the top.

## 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.

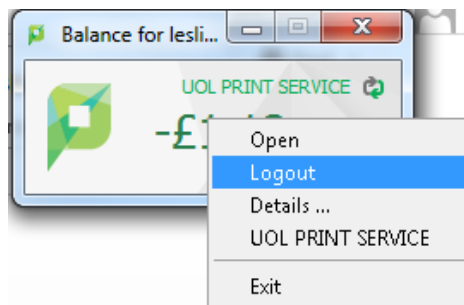


3. In the window that appears log into your account. Your **username** is your membership number. Your **password** is the last 6 digits of the card number as displayed on the reverse of the card near the top.

A screenshot of a 'Login' dialog box. The window title is 'Login'. Inside the window, there is a green square icon with a white square inside. The text 'Login' is next to the icon, and 'UOL PRINT SERVICE' is in the top right corner. Below this, it says 'Your login credentials are required for printer access.' There are three input fields: 'Username:' with an empty text box, 'Password:' with an empty text box, and 'Remember:' with a dropdown menu showing 'For next 5 minutes'. At the bottom right, there are 'OK' and 'Cancel' buttons. Below the buttons, there is a link that says 'Register as a new user'.

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

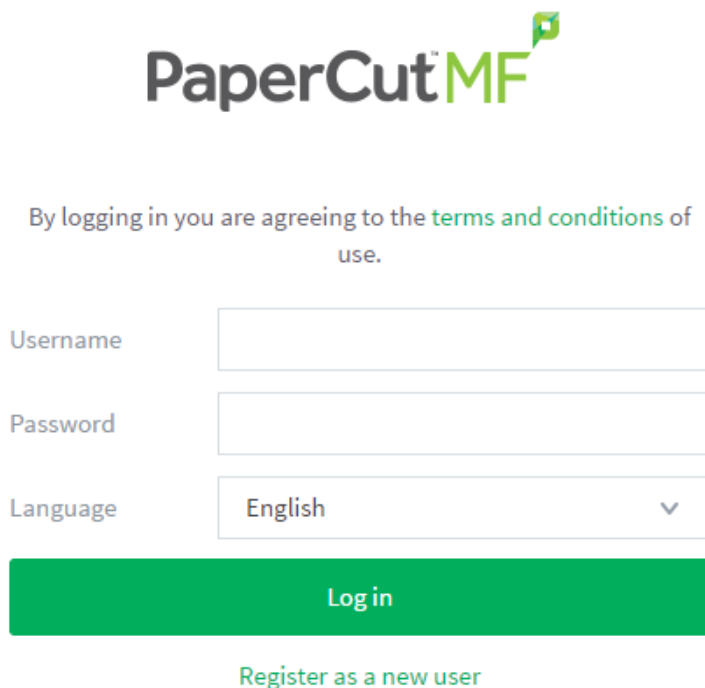
5. Remember to **log out** from the computer. To do this right click within the **UOL Print Service** window found in the right top corner of your screen and select **Logout**.



## Printing from mobile devices

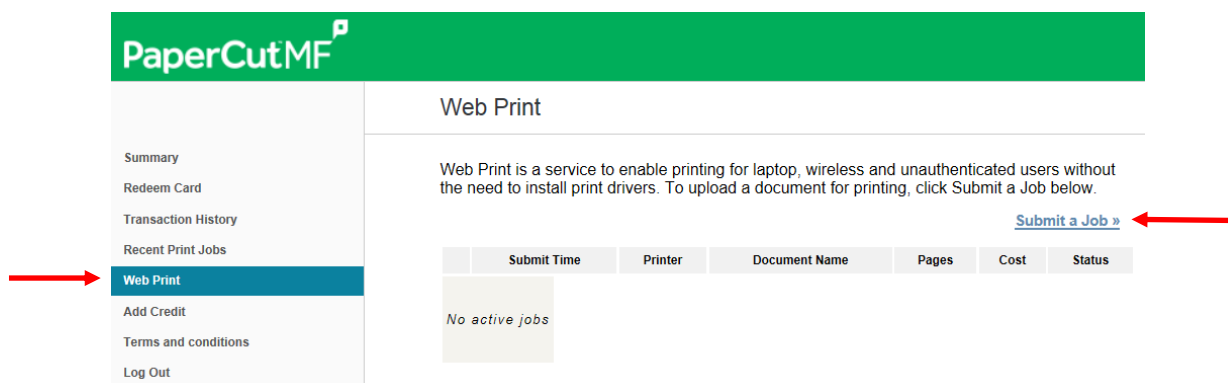
The PaperCut print system allows you to print from mobile devices such as laptops. To access the service, visit <https://printing.london.ac.uk/user> and follow the steps below:

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.



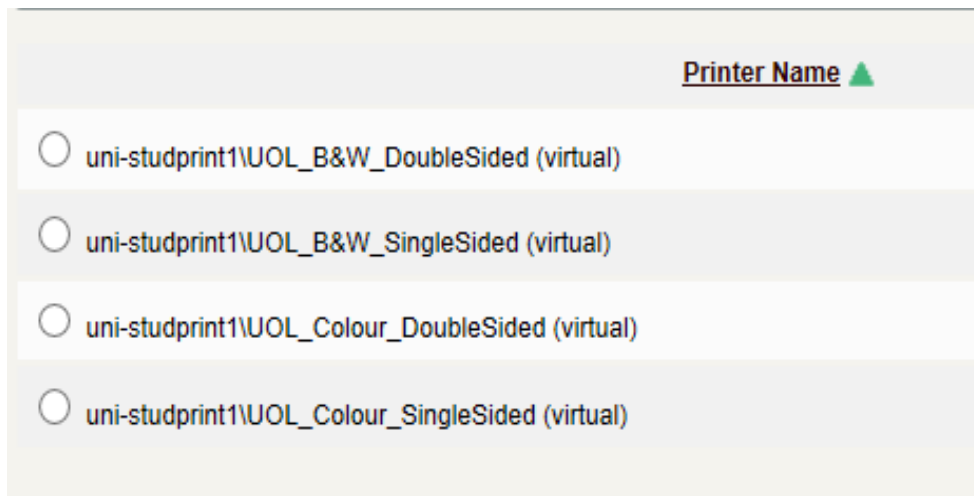
The image shows the PaperCutMF login interface. At the top is the PaperCutMF logo. Below it is a line of text: "By logging in you are agreeing to the terms and conditions of use." There are three input fields: "Username" (a text box), "Password" (a text box), and "Language" (a dropdown menu currently set to "English"). Below these fields is a large green "Log in" button. Underneath the button is a link that says "Register as a new user".

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



The image shows the PaperCutMF Web Print interface. On the left is a navigation menu with the following items: Summary, Redeem Card, Transaction History, Recent Print Jobs, **Web Print** (highlighted with a red arrow), Add Credit, Terms and conditions, and Log Out. The main content area is titled "Web Print" and contains the following 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." 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. A red arrow points to a "Submit a Job »" link located to the right of the text.

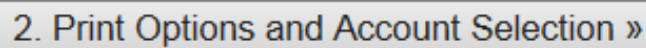
3. Select a print options from this list.



The screenshot shows a printer selection interface. At the top right, there is a label "Printer Name" with a green upward-pointing triangle. Below this, there are four radio button options, each on a separate line:

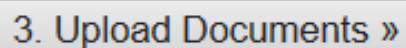
- uni-studprint1\UOL\_B&W\_DoubleSided (virtual)
- uni-studprint1\UOL\_B&W\_SingleSided (virtual)
- uni-studprint1\UOL\_Colour\_DoubleSided (virtual)
- uni-studprint1\UOL\_Colour\_SingleSided (virtual)

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



A rectangular button with a light gray background and a thin border. The text inside the button is "2. Print Options and Account Selection »" in a dark gray font.

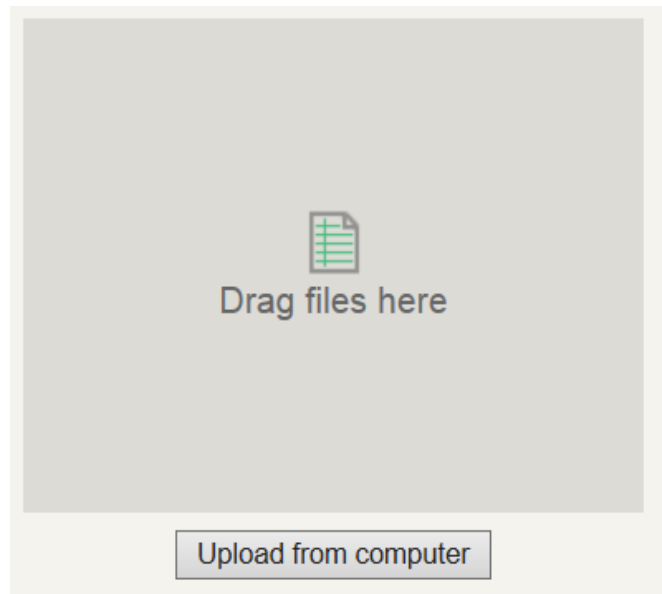
5. In the window that appears click on **Upload Documents**.



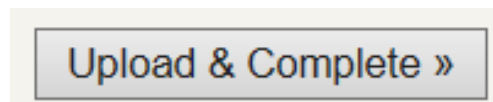
A rectangular button with a light gray background and a thin border. The text inside the button is "3. Upload Documents »" in a dark gray font.



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-studprint1UOL_B&W_SingleSided	Test.docx	1	£0.06	Held in a queue

## 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


<b>Username</b>	
<b>Current Balance</b>	-£0.89
<b>Amount to add</b>	<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](mailto:senatehouselibrary@london.ac.uk)

Phone: 44 (0)20 7862 8500