



UNIVERSITY
OF LONDON
SENATE HOUSE
LIBRARY

PaperCut Print Guide

Contents

How to register your library card to the new print system	2
Printing from SHL Computers	4
Printing from mobile devices	6
Adding print credit online.....	9
Helpful Email/Phone Contacts	11

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

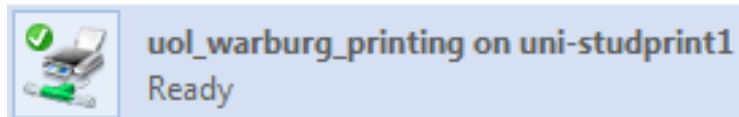


Your password is the last 6 digits of the **CARD NUMBER** on the back of your card.

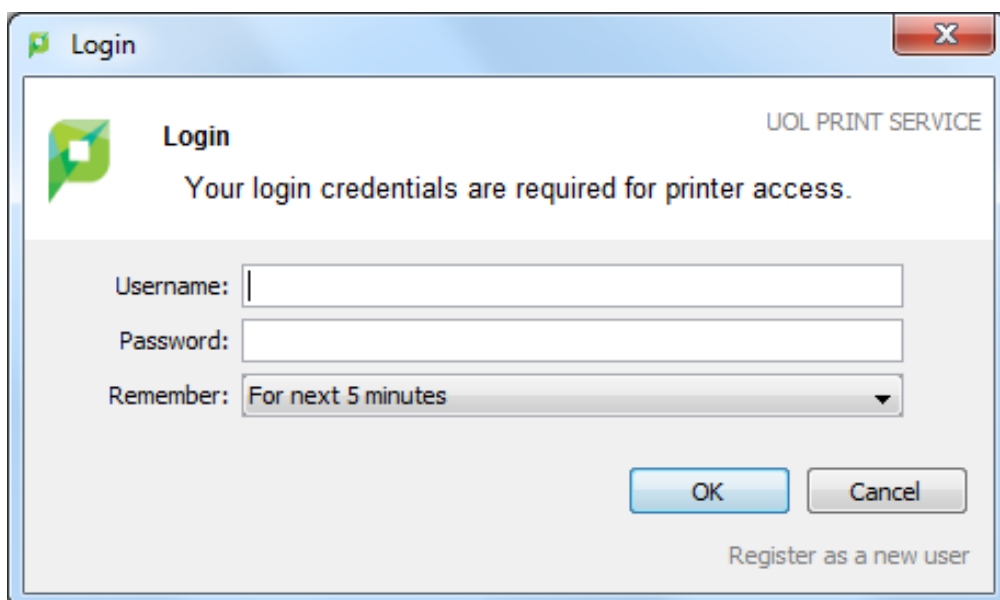
5. In the window that appears enter your username and password. Your username is your membership number. Your password is the last 6 digits of the card number as displayed on the reverse of the card near the top.

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.

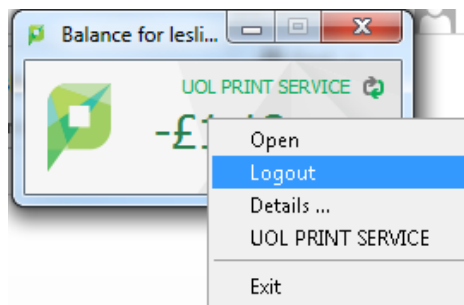


3. In the window that appears log into your account. Your **username** is your membership number. Your **password** is the last 6 digits of the card number as displayed on the reverse of the card near the top.

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:', 'Password:', and 'Remember:'. The 'Remember:' field is a dropdown menu currently 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.

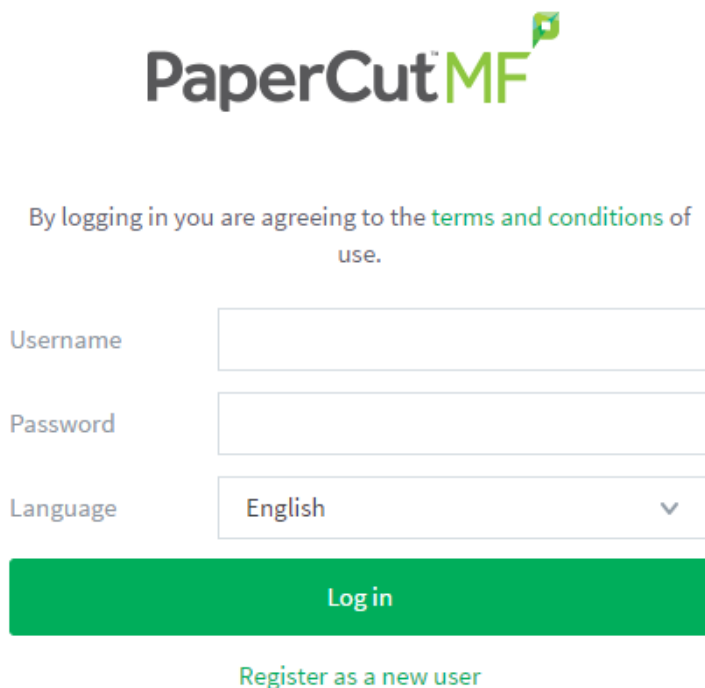
5. Remember to **log out** from the computer. To do this right click within the **UOL Print Service** window found in the right top corner of your screen and select **Logout**.



Printing from mobile devices

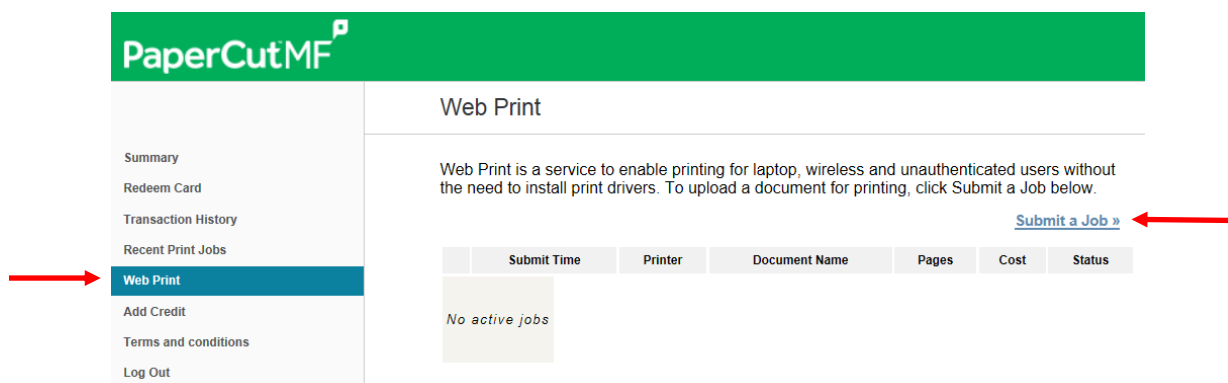
The PaperCut print system allows you to print from mobile devices such as laptops. To access the service, visit <https://printing.london.ac.uk/user> and follow the steps below:

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.



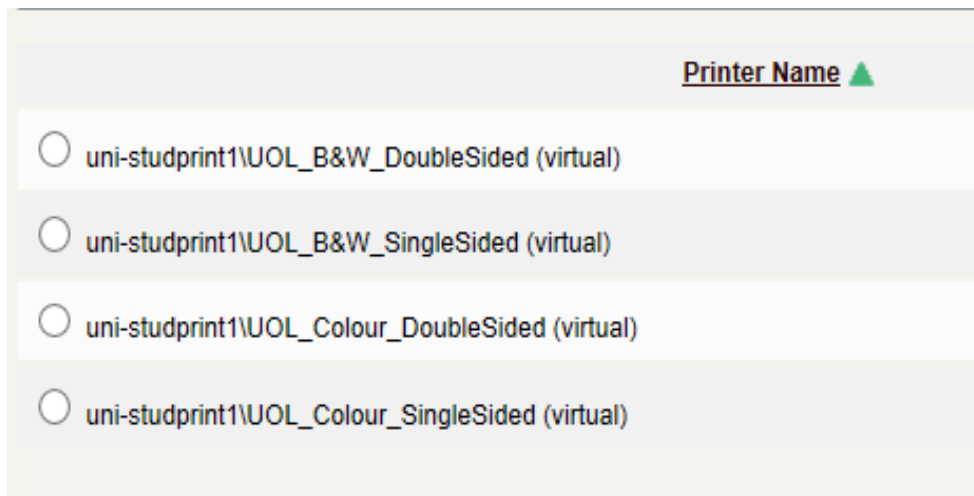
The image shows the PaperCutMF login interface. At the top is the PaperCutMF logo. Below it is a disclaimer: "By logging in you are agreeing to the terms and conditions of use." There are three input fields: "Username", "Password", and "Language" (set to "English" with a dropdown arrow). A large green "Log in" button is 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 interface. On the left is a navigation 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 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." A red arrow points to the "Submit a Job »" link. Below the text is a table with the following headers: "Submit Time", "Printer", "Document Name", "Pages", "Cost", and "Status". The table content is "No active jobs".

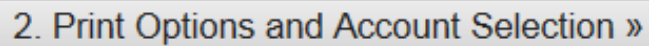
3. Select a print options from this list.



The image shows a dropdown menu for selecting a printer. The menu is titled "Printer Name" with a small green triangle icon to its right. Below the title, there are four radio button options, each followed by a printer name in parentheses indicating it is virtual:

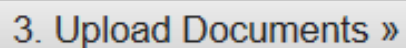
- uni-studprint1\UOL_B&W_DoubleSided (virtual)
- uni-studprint1\UOL_B&W_SingleSided (virtual)
- uni-studprint1\UOL_Colour_DoubleSided (virtual)
- uni-studprint1\UOL_Colour_SingleSided (virtual)

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



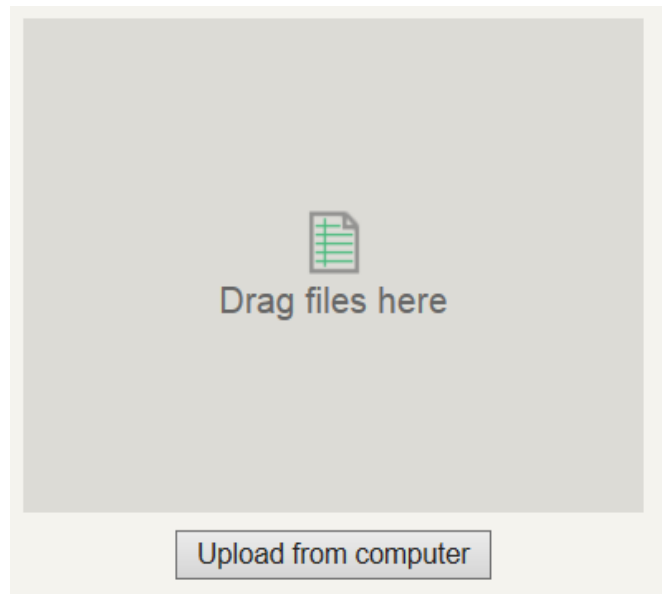
A rectangular button with a light gray background and a thin border. The text inside the button is "2. Print Options and Account Selection »" in a dark gray font.

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

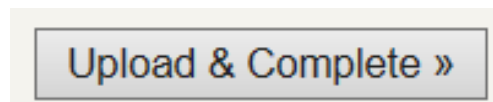


A rectangular button with a light gray background and a thin border. The text inside the button is "3. Upload Documents »" in a dark gray font.

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 with a menu. The 'Add Credit' option is highlighted in blue, and a red arrow points to it from the left. The main content area is titled 'Add credit using Realex' and contains a table with the following information:


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