HOW TO PRINT FROM WIRELESS DEVICES

These instructions will guide you through the process of printing from a wireless device to any of the student printers in the library.

To use the new printing process, you *must* have available:

- Your UDM email address
- Your student "T" number

If you do not know both of these items, please go to TitanConnect for assistance.

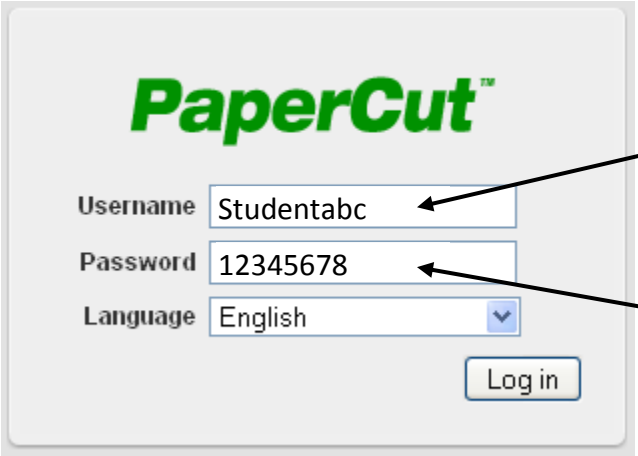
IMPORTANT INFORMATION ABOUT THE TYPES OF DOCUMENTS YOU CAN PRINT

You can print any document format supported by Microsoft Office 2010. Additionally, you can print PDF documents.

If you need to print an image file (jpg, gif, tiff, png, etc.) you must (1) insert the image file into one of the supported document types, (2) save the document to your computer, (3) select that document for printing.

Step 1. Open a browser window (you can use any popular browser) and navigate to **http://LS2bdc.udmercy.edu:9191/user** at which point the PaperCut log in menu will be displayed.

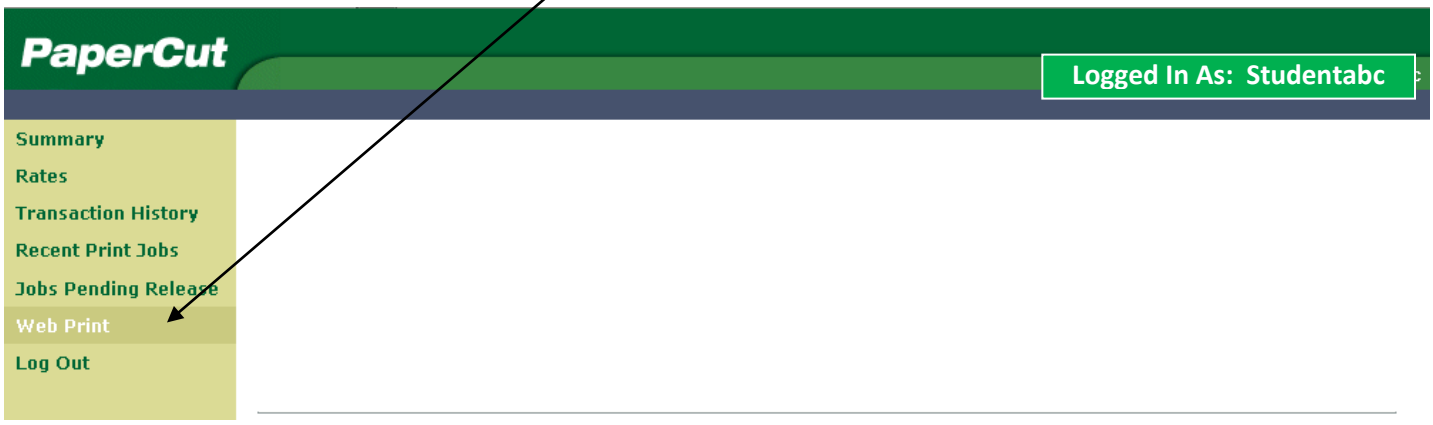
Step 2. Enter your "Username" and "Password" and click "Log In".



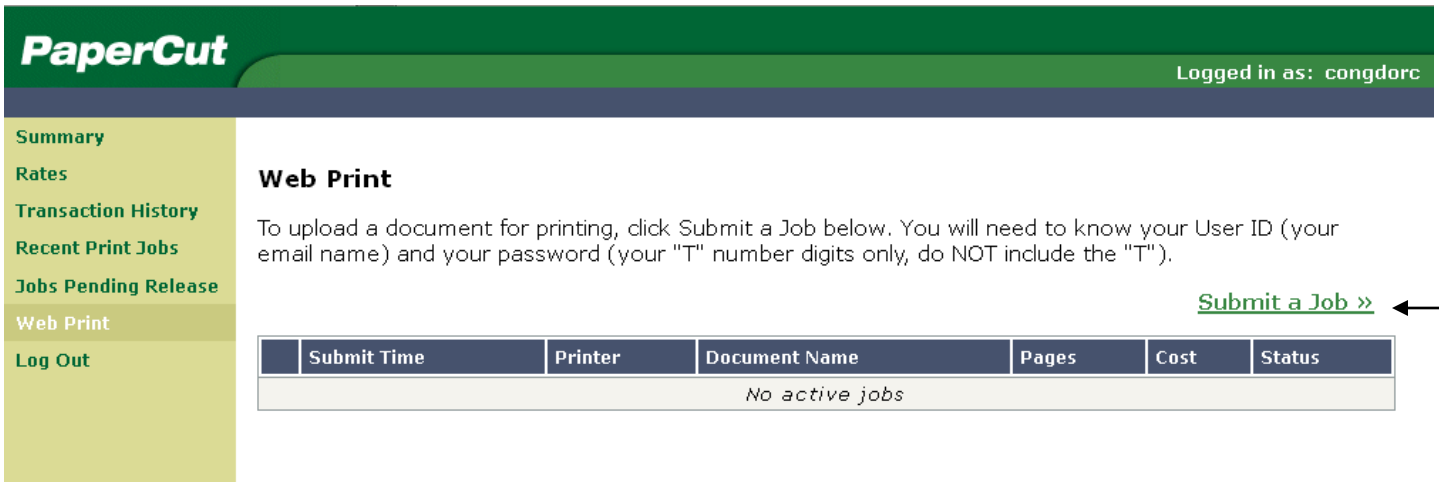
Your "Username" is the first part of your UDM email address. For example, if your UDM email address is: studentabc@udmercy.edu then your "Username" is studentabc

Your "Password" is the numeric part of your UDM T-number. For example, if your UDM T-number is T12345678 then your "Password" is 12345678

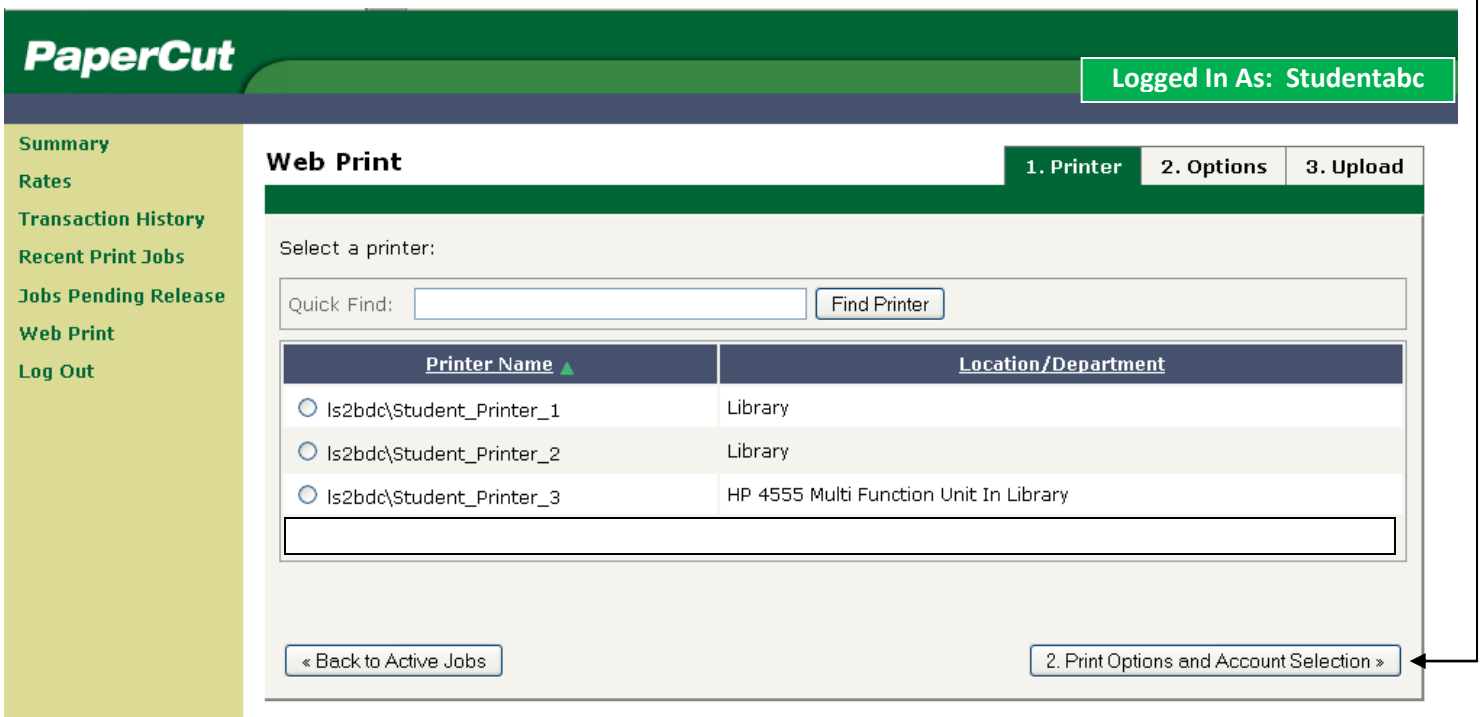
Step 3. Click the option labeled "Web Print".



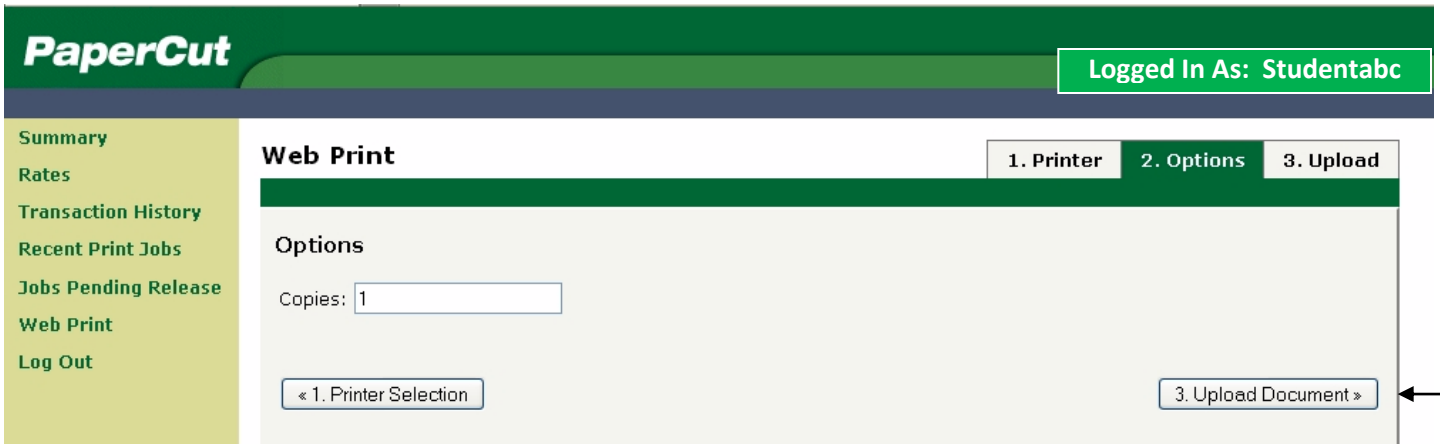
Step 4. Click the option labeled "Submit a Job".



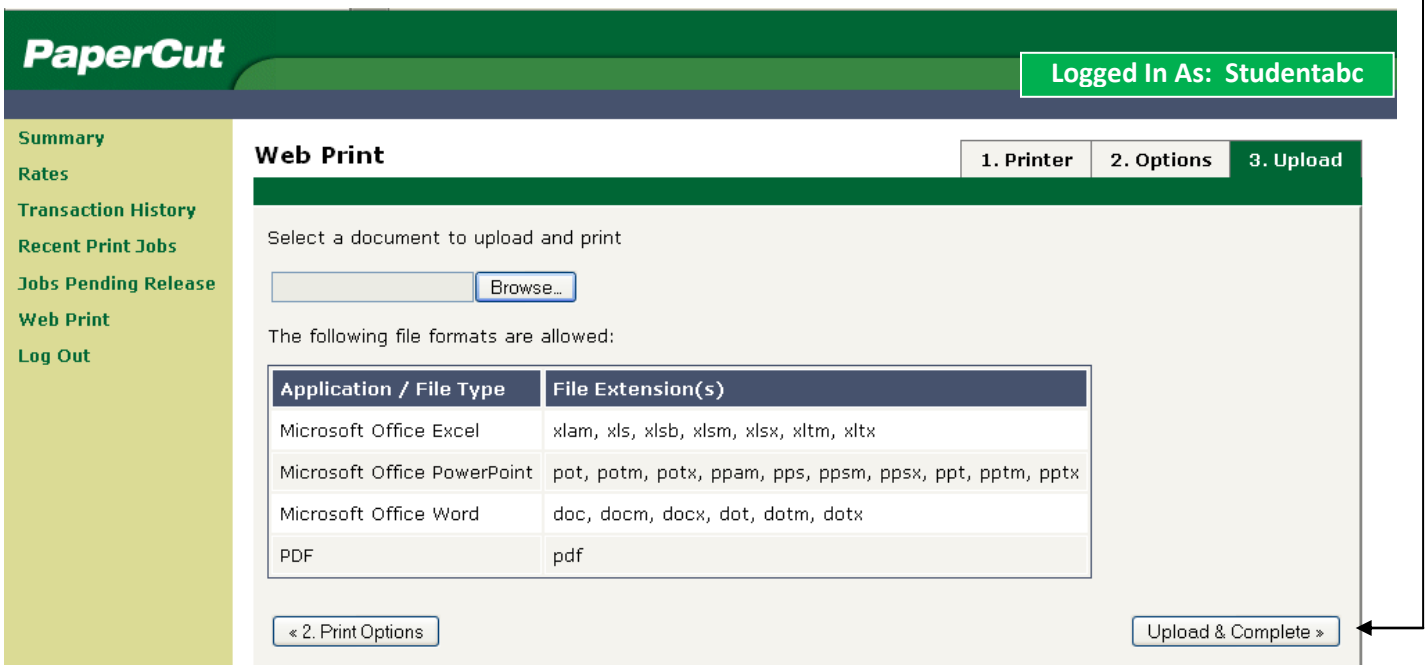
Step 5. Select one of the three printers then click the button labeled "2. Print Options and Account Selection".



Step 6. Enter number of copies needed then click the button labeled "3. Upload Document".



Step 7. Click the "Browse" button to select the document you wish to upload then click the button labeled "Upload & Complete".



Step 8. After your file has been uploaded and placed into a holding queue, you will see an on-screen message telling you that your document has been successfully submitted.

To release your print job from the holding queue, see the section "*Releasing a Print Job from the Holding Queue*" on page 4.

Releasing a Print Job from the Holding Queue:

Once you have submitted your print job(s) for printing, you must complete the printing request by manually releasing the job(s) to the printer. You can initiate the release of your print job(s) through your wireless device or you can use the walk-up release station computer located on the table where the student printers are placed.

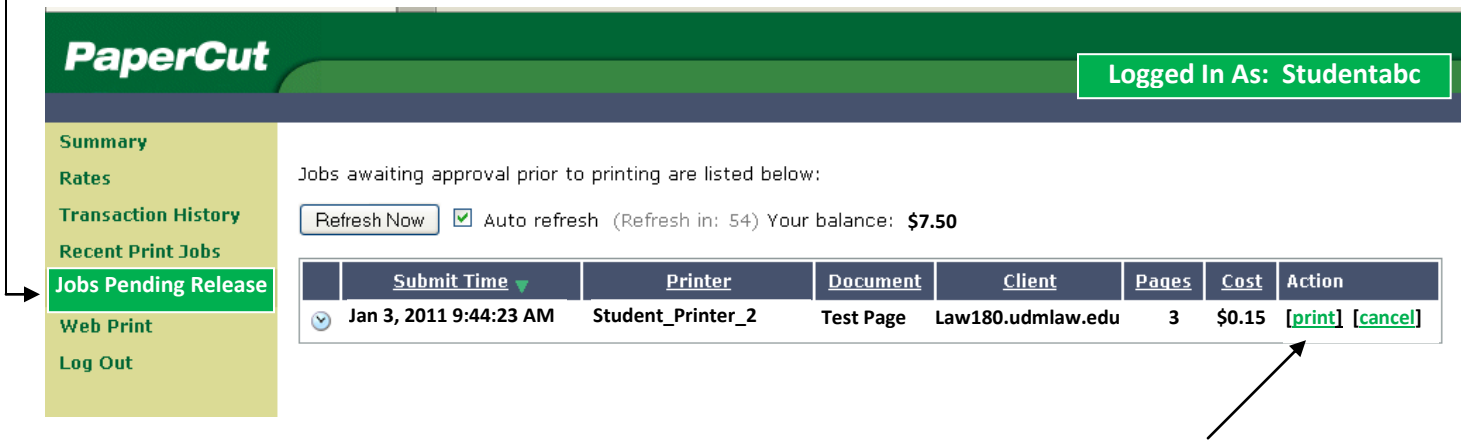
*Your print job(s) will remain in the holding queue for up to 24 hours, after which they will be automatically deleted from the queue. You **will not** be charged for any print jobs that are automatically deleted.*

Step 1. Open a browser window (you can use any popular browser) and navigate to **http://LS2bdc.udmercy.edu:9191/user** at which point the PaperCut log in menu will be displayed.

If you choose to use the walk-up release station computer located near the printers, the PaperCut log in menu will already be displayed on the screen.

Step 2. Enter your "Username" and "Password" into the PaperCut log in menu.

Step 3. When the following PaperCut menu is displayed, click the option labeled "Jobs Pending Release".



Step 4. If you wish to release your print job to the printer, click the "print" option and your job will begin printing. The cost for printing the job will be debited from your account.

If you click the "cancel" option, your job will be deleted from the print queue and you will not be charged any cost.

Step 5. Log out of the PaperCut menu.