

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.

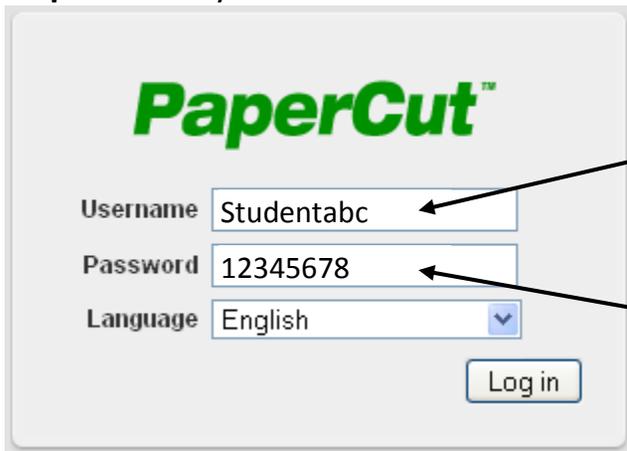
IMPORTANT INFORMATION ABOUT THE TYPES OF DOCUMENTS YOU CAN PRINT

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”.

The screenshot shows the PaperCut Web Print interface. The user is logged in as 'congduc'. The left sidebar contains navigation links: Summary, Rates, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print, and Log Out. The main content area is titled 'Web Print' and contains the following text: 'To upload a document for printing, click Submit a Job below. You will need to know your User ID (your email name) and your password (your "T" number digits only, do NOT include the "T").' 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' centered below it. A green button labeled 'Submit a Job >>' is located at the bottom right of the main content area. An arrow points from the text in Step 4 to this button.

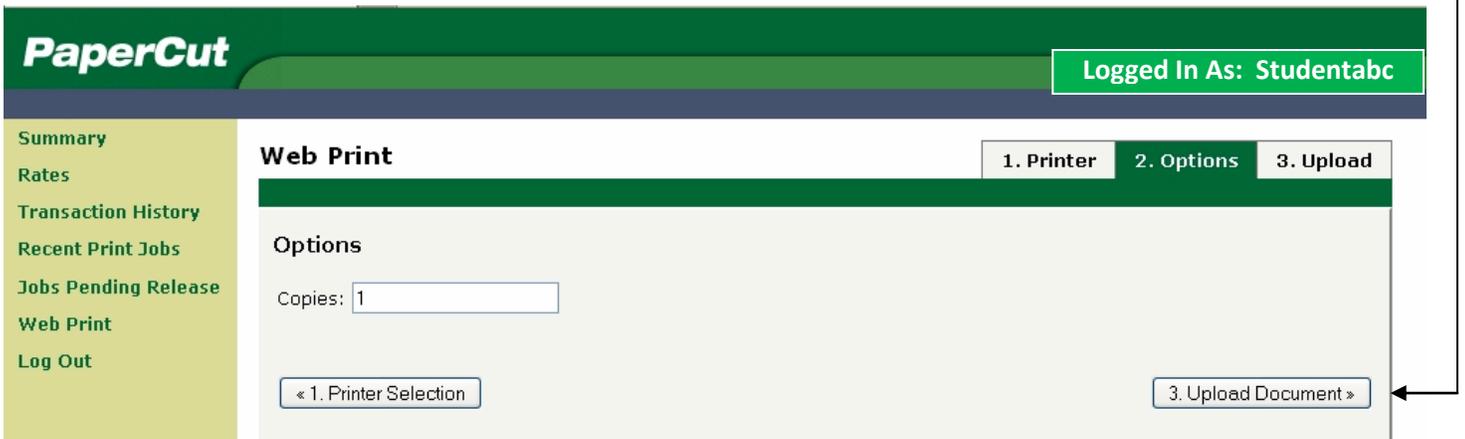
Step 5. Select one of the three printers then click the button labeled “2. Print Options and Account Selection”.

The screenshot shows the PaperCut Web Print interface with the user logged in as 'Studentabc'. The left sidebar is the same as in Step 4. The main content area is titled 'Web Print' and has three tabs: '1. Printer', '2. Options', and '3. Upload'. The '1. Printer' tab is active. Below the tabs, there is a 'Select a printer:' section with a 'Quick Find:' input field and a 'Find Printer' button. Below this is a table with columns: Printer Name and Location/Department. The table contains three rows of printer information:

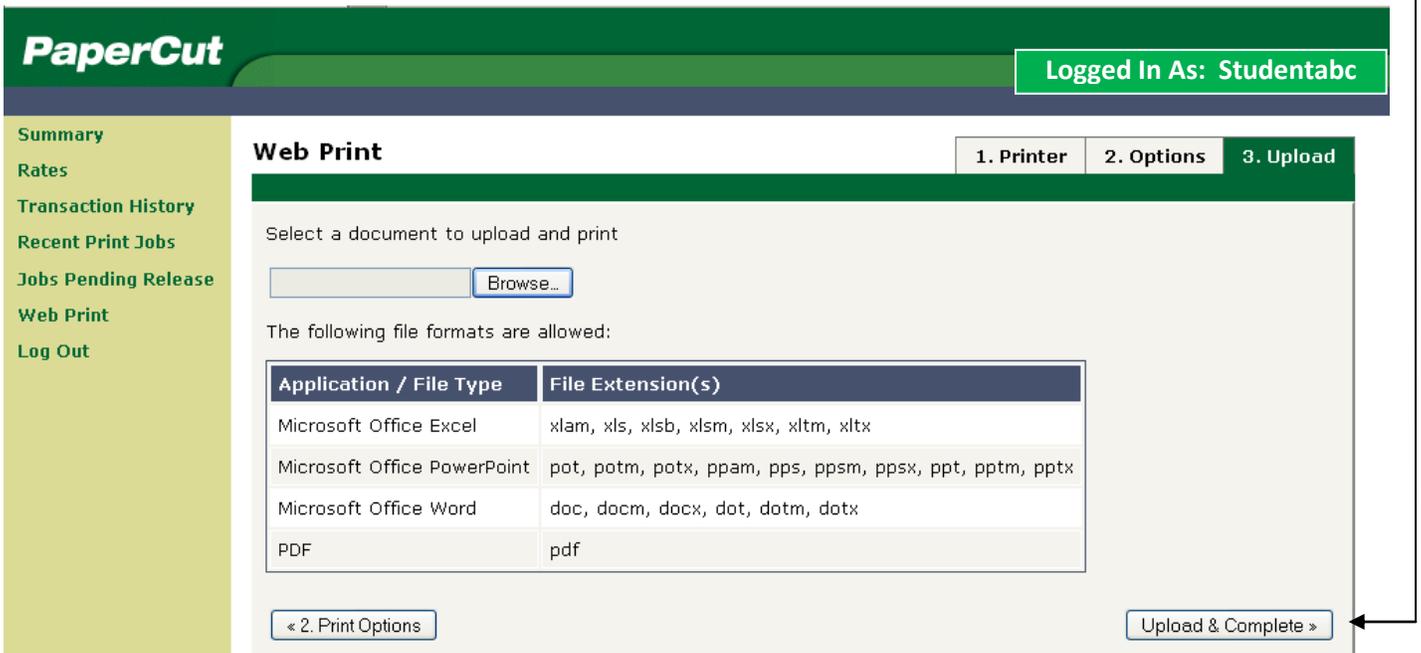
Printer Name ▲	Location/Department
<input type="radio"/> ls2bdc\Student_Printer_1	Library
<input type="radio"/> ls2bdc\Student_Printer_2	Library
<input type="radio"/> ls2bdc\Student_Printer_3	HP 4555 Multi Function Unit In Library

Below the table is an empty input field. At the bottom left, there is a button labeled '<< Back to Active Jobs'. At the bottom right, there is a button labeled '2. Print Options and Account Selection >'. An arrow points from the text in Step 5 to this button.

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”.

The screenshot shows the PaperCut web interface. At the top left is the 'PaperCut' logo. At the top right, it says 'Logged In As: Studentabc'. On the left is a navigation menu with items: Summary, Rates, Transaction History, Recent Print Jobs, **Jobs Pending Release**, Web Print, and Log Out. The main content area shows 'Jobs awaiting approval prior to printing are listed below:' followed by a 'Refresh Now' button, a checked 'Auto refresh' checkbox (refreshing in 54s), and 'Your balance: \$7.50'. Below this is a table with columns: Submit Time, Printer, Document, Client, Pages, Cost, and Action. One job is listed: Jan 3, 2011 9:44:23 AM, Student_Printer_2, Test Page, Law180.udmlaw.edu, 3 pages, \$0.15 cost. The Action column for this job contains '[print]' and '[cancel]' buttons. An arrow points from the 'Jobs Pending Release' menu item to the table, and another arrow points from the 'print' button to the right.

Submit Time	Printer	Document	Client	Pages	Cost	Action
Jan 3, 2011 9:44:23 AM	Student_Printer_2	Test Page	Law180.udmlaw.edu	3	\$0.15	[print] [cancel]

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.