How to use Web Printing.

Browse to https://print.mic.ul.ie:9192/user

You will be brought directly to the page below. Select 'Web Print' from the left hand menu and click on 'Submit a Job'

PaperCutMF	
🗠 Summary	Web Print
(\$) Rates	Web Print is a service to enable print
S Transaction History	Submit a Job »
Recent Print Jobs	SUBMIT TIME
Jobs Pending Release	
🛱 Web Print	
🔗 Add Credit	

Important: Please note that the 'printerserver\Mono Printers' uses Follow Me Printing.

If you choose to send a job to this queue, you can release your job from any of the following printers:

- Both printers in the library
- The mono printer in G33
- And the mono printer in G36

Choose from the list shown the print queue you wish to submit a job to:

🗠 Summary	Web Print	
Rates Transaction History Descent Dirict Jahr	Select a printer:	
Jobs Pending Release	PRINTER NAME	LOCATION/DEPARTMENT
🛱 Web Print	printerserver\JHN Colour Printer (virtual)	Virtual Colour Print Queue for JHN
🔗 Add Credit	 printerserver\JHN Mono Printer (virtual) printerserver\Mono Printers (virtual) 	Main Campus - G36 and Library
	 printerserver\Thurles Colour Printer (virtual) printerserver\Thurles Mono Printer (virtual) 	Thurles Campus Thurles Campus

And click on '2. Print Options and Selections'

On the next screen choose the number of copies and click on 'Upload Documents'.

Web Print		1. Printer	2. Options	3. Upload
Options	Copies 1			
« 1. Printer Selection			3. Upload Do	cuments »

Here you can either drag files into the box provided or select "Upload from Computer" to choose your files from the file explorer.

Web Print	1. Printer 2. Options 3. Upload
Upload Select documents to upload and print	Drag files here Upload from computer The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsm, xlsx, xltm, xltx Microsoft PowerPoint pot, potm, pobs, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Excel xlam, xls, xlsb, xlsm, dotx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps
« 2. Print Options	Upload & Complete »

If you do select "Upload from Computer", this is what you'll see. Choose the document you want to print and select Open.



Your file will now appear on the upload page like this. You can add more print jobs if you wish in the same way.

When you have chosen all the documents you want to print, select 'Upload & Complete'

PaperCutMF			222397 🗸
₩ Summary	Web Print	1. Printer 2. Options 3. Upland	
 Rates Transaction History Hecent Print Jobs Jobs Perding Belasse Web Print Add Credit 	Upload Select documents to upload and print	Tel Discontracted o t Dag files have Update from computer Dag files have Update from computer The following file types are advected. Hit counsed Flower from pub, path, polet, parts, pape, paper, park, park, paper, paper, paper, paper, paper, paper, paper, park, paper, paper, paper, paper, paper, paper, paper, paper, park, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, paper, p	
	< 2. Pvint Options	Upload & Complete >	

When the status of the job changes to "Held in a queue", your print job is ready to release from the relevant queue.

PaperCutMF						
└ Summary	Web Print					
S Rates	Web Print is a service to enable printing t	for laptop, wireless and unauthenticated users	s without the need to install print dri	vers. To upload a d	ocument for prin	ting, click Submit a Job below.
Transaction History	Submit a Job »					
Recent Print Jobs	SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Jobs Pending Release	Oct 22, 2019 1:14:48 PM	printerserver\Mono Printers	Test Document.bd	1	€0.08	Held in a queue
Web Print						
G ^{or} Add Credit						