# Student Printing and Scanning

There are now 2 photocopiers installed in the Library and 1 in the ACS (Andrew Clarke Suite). Currently, printing to these is only available via your web browser. You are able to send your print(s) in PDF format to the Photocopier via PaperCut where it is held in a queue until you logon to the Photocopier to release it. Scanning at the photocopier will email scans to your @cam email address.

Printing

Sending print to PaperCut
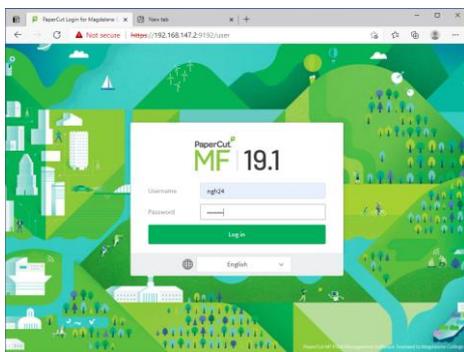
You must be connected to the College network, this will not work from other locations.

Go to //192.168.147.2:9192/user and login using your student computer login ID. If you have not logged onto a student computer to set your password this should be done first. By default your password is 'gardetafoy' and you will be asked to change it immediately.
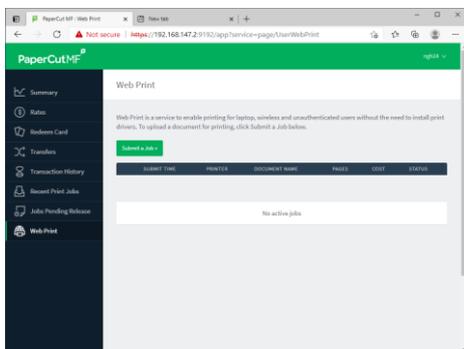
Once logged on, select 'Web Print' from left menu then select 'Submit a Job'
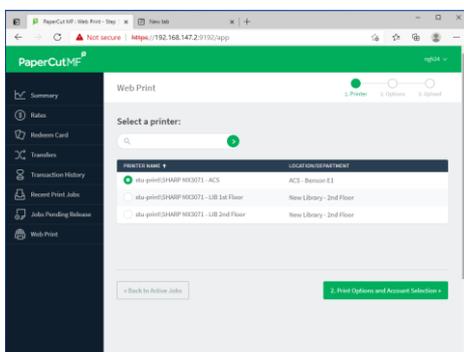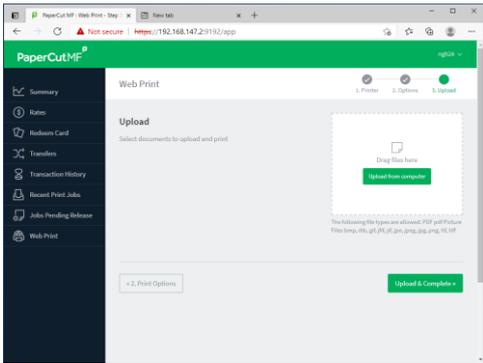

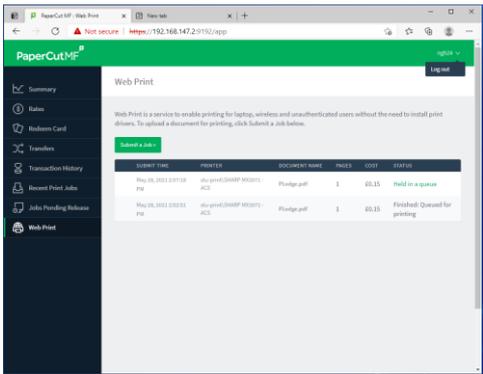Select the printer you want your print sent to then click '2.Print Options and Account Selection'
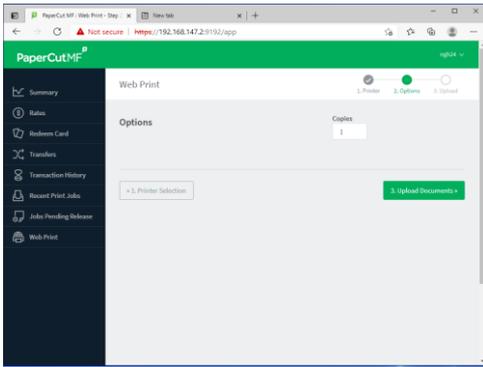
Set the number of copies you want.

Click '3.Upload Documents'.

You can drag your 'PDF' documents ' to the windows or click 'Upload from computer'. When you have selected all of your PDFs click 'Upload & Complete


This screen shows the PDFs you have just uploaded as well as any which have previously been uploaded and their current status.'

Releasing queued PDF prints from the Photocopier
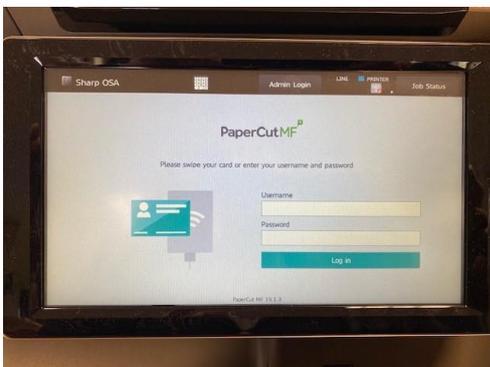
When you go to the relevant photocopier, if the screen is not showing press the 'moon' button to wake the machine' and allow the printer to warmup.

Enter the same logon details you used to submit your PDFs. If you University Card has been associated with your logon account you can just use that to logon.
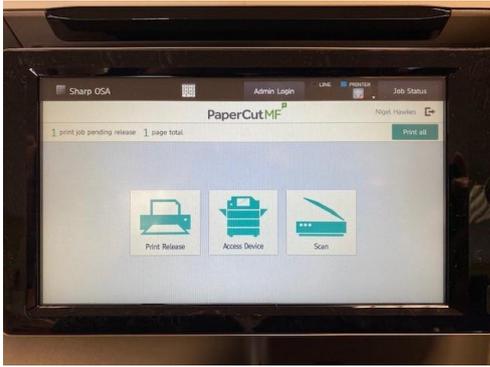
When you have logged on you will see a menu with three icons. Print Release, Access Device and Scanning.

'Access Device' takes you to basic photocopier functions; 'Scan' takes you to the Scan to email function.
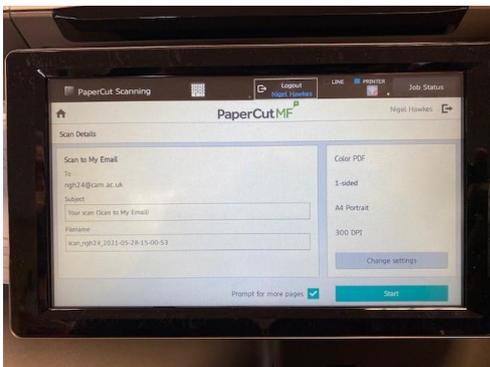
Press the 'Print Release' option.
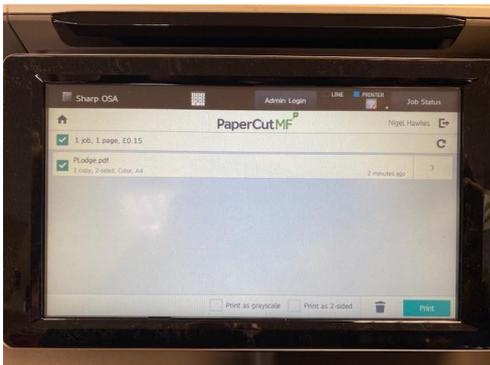
You will see any prints you have in the queue waiting to be printed. Select the PDF(s) you want printed, select the 'Print as grayscale' and 'Printer as 2-sided' as required and then Press 'Print'

Please note you can also delete any prints not required too.

Scanning to email

Return the home screen by pressing the house symbol and select the 'Scan' option.

This will display the scanning options screen. There are a number of setting you can change, by default it will use you @cam address to send the scans to.