PaperCut Print Guide

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.

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

Type your membership number and then press retu

3. Tick the check box to create a printing and copying account

4. This may take a short moment. After registering click on **Go to our Printing service.**

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.
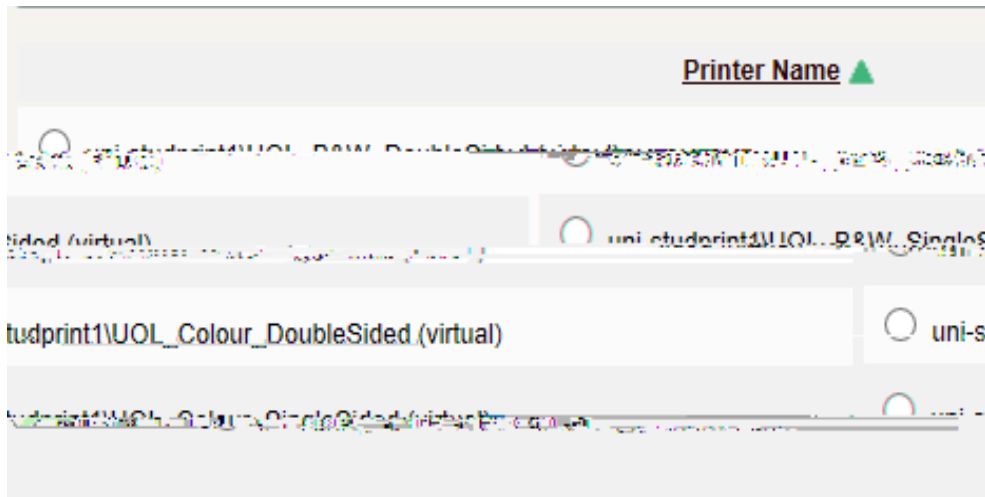
4. Go to the copier and login to retrieve your document.

5. Remember to

Printing from mobile devices

The PaperCut print system allows you to print from mobile devices such as laptops using **Web Print** or **Mobility Print**.
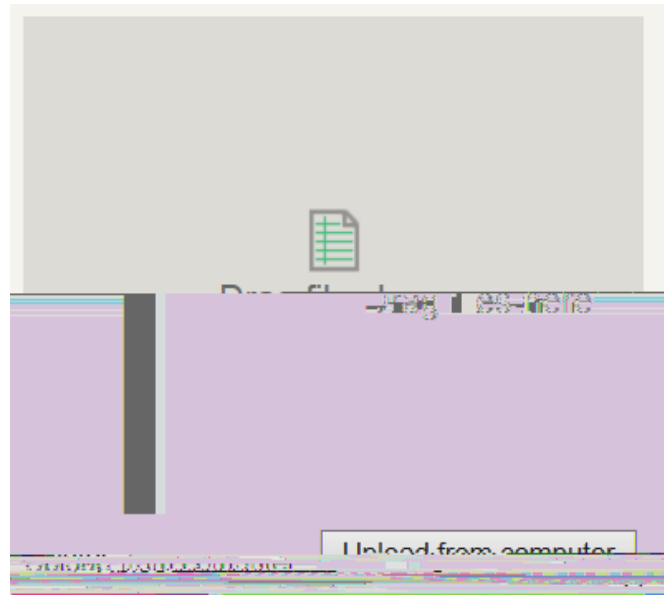
3. Select a print options from this list.

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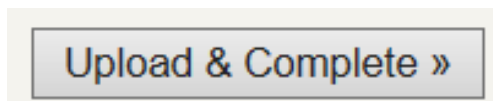

5. In the window that appears click on **Upload Documents.**

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.

To Print Using **Mobility Print** follow the instructions below:

Apple IOS- Print with AirPrint (Mobility Print supports IOS 9.2+)

1. Open the app that you want to print from.

2. To find the print option, tap the app's share icon
   —   or   —or tap   .

3. Tap   or Print. If yo

6. If **Secure AirPrint** is not displayed:

    1. Close the Add dialog.

    2. Disconnect from the network.

    3. Reconnect to the network.

    4. Try again. If you still cannot see Secure AirPrint, contact your nearest library reception desk for advice

7. Click **Add**.

8. Print your document. When prompted enter your PaperCut username and password.

9. You can now log in at any library printer and collect your job.

*If are not sure how to print from your application, take a look at [Print from your Mac](#).

*If you enter the wrong authentication details, MacBook devices do not show any warning message; your job will just not print. If your job doesn't print, check the Print Queue dialog. If the print job is there and has the message Held for authentication, click the ⟳ icon; then re-enter your login details.


Android (Android 4.4+.)

1. Install the [Mobility Print app](#) from the Google Play Store.

2. Launch the app and let it run in the background.

3. Tap Android settings.

4. Tap Mobility Print.

5. Tap the enable toggle.(Android should find UOL_Mobility_Print)

6. Exit out of Settings.

7. Print your document. When prompted enter your PaperCut username and password.

3. Choose an option from the **Amount to add** field. Then click **Add Value.**
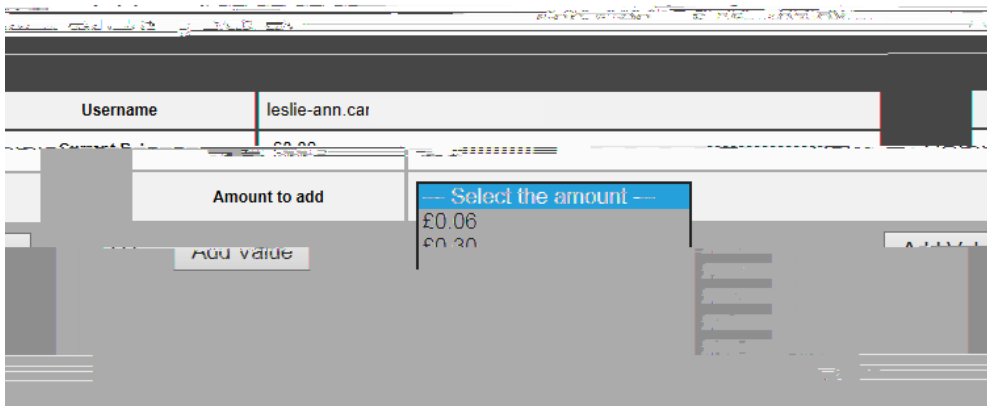
4. Enter your card details.
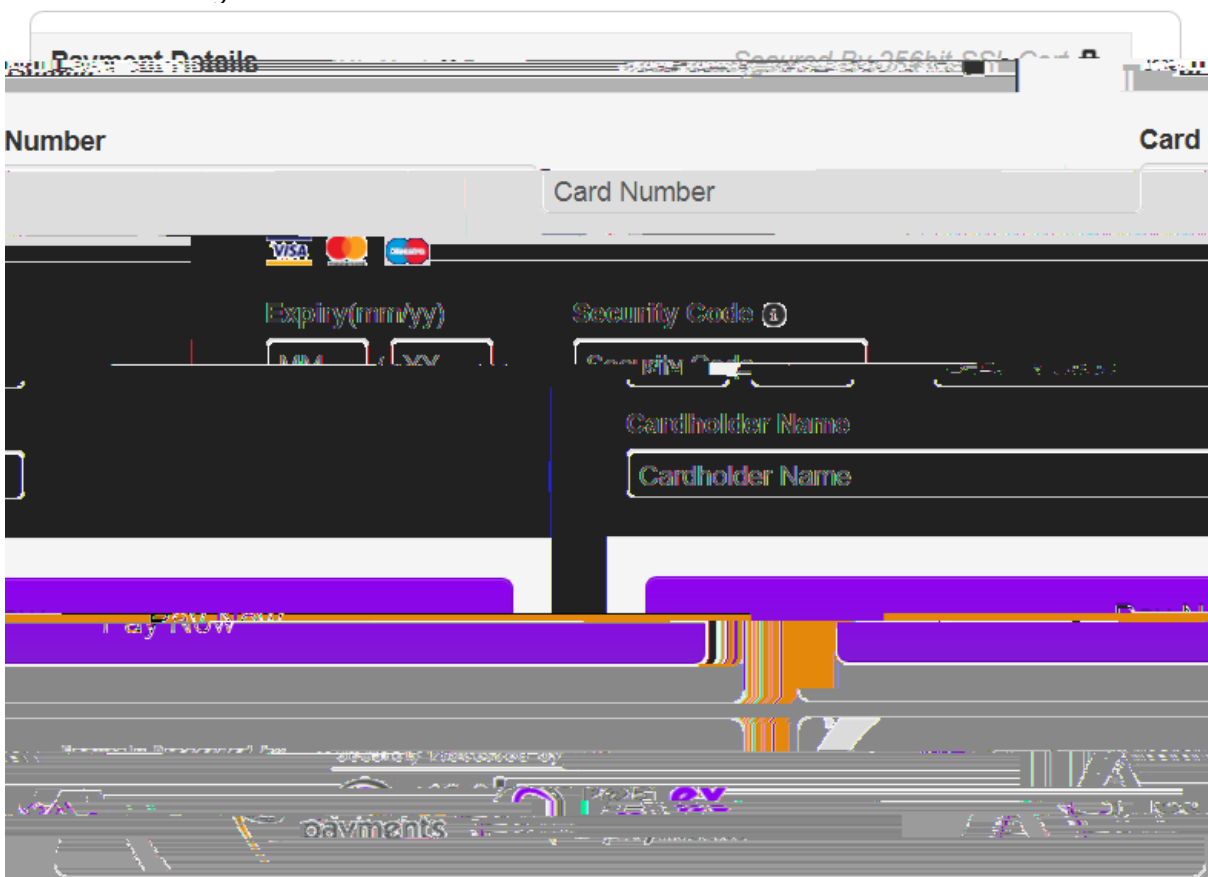
Please be advised that receipts are not provided when using online payment.

Helpful Email/Phone Contacts

General IT/Printer issues: Email senatehouselibrary@london.ac.uk
                                            Phone: 44 (0)20 7862 8500