# **PRINTING AT KING'S INNS**



# **TOP-UP YOUR PRINTING ACCOUNT**

Before you can use the printing services, you must add credit to your printing account.

There are two ways of doing so:

- 1) You can top-up with cash—coins and notes—at King's Inns, using the Cash Loader machine in the reception area of the library building.
- 2) You can top-up using a debit/credit card by contacting a member of the library or reception team.

#### 1. Topping-up with cash at King's Inns

There is a "Cash Loader" in the reception area of the Library Building (at the stairs). It is a white metal box with the words "Cash Loader" on it.

Topping up your account is simple. There is a computer beside the Cash Loader. The screen is green and reads: "Value Loader".

Log onto the computer by typing in your—Moodle—username and password.

OR—If you have already 'associated' your student card, you can log on by swiping your student card against the card reader at the PC. For info on 'associating' your card, skip down to page 10 of this guide.

Once logged on, top up with coins or notes.

**NOTE:** the Cash Loaders <u>DO NOT</u> give change.

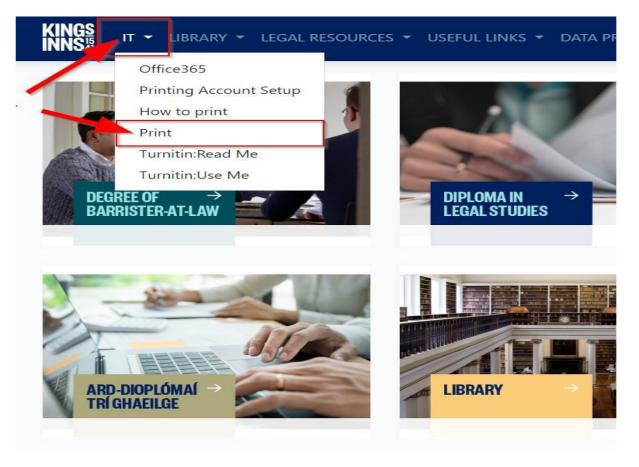
#### 2. Topping-up with a debit/credit card at King's Inns

You can top-up using a debit/credit card by contacting a member of the library or reception team.

PRINT

## To print:

- 1. Log on to Moodle at: online.kingsinns.ie
- 2. Click on IT, then click on Print from the drop-down list



3. A new window will open with the PaperCut Log on page. Enter your Username and Password (the same logon for Moodle)



4. Click on **Web Print** to open the below page:

PaperCutMF						
₩ Summary	Web Print					
(§) Rates			ess and unauthenticated users with	nout the need to instal	l print drivers. To	upload a document for
🕅 Redeem Car	printing, click Submit a Job bel	ow.				
∑, Transfers	Submit a Job »					
Transaction History		PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Recent Print Jobs						
Heb Print			No active jobs			

5. Click on **Submit a Job** 

6. Choose whether you want to print double-sided or single-sided, then click on **Print Options** and Account Selection

KINGS INNS#	
└── Summary	Web Print
(s) Rates	Select a print r:
🕼 Redeem Card	
℃ Transfers	
Transaction History	PRIT IN NAME + LOCATION/DEPARTMENT
Recent Print Jobs	ki-ps01\Find_Me_Printer_Single_Sided (virtual)
骨 Web Print	
🔗 Add Credit	
	« Back to Active Jobs 2. Print Options and Account Selection >

7. Specify the number of **Copies**—the default is set to 1—then click on **Upload Documents** 

PaperCutMF			
₩ Summary	Web Print		1. Printer 2. Options 3
Rates     Revenue     Revenue	Options	Copies	
🕼 Redeem Card	options	1	
X Transfers			
S Transaction History			
Recent Print Jobs	« 1. Printer Selection		3. Upload Documents »
骨 Web Print			

8. You can drag and drop the document you want to print into the **Drag files here** area <u>OR</u> click on **Upload from computer** to browse to the document on your device. Once you have uploaded your document, click on **Upload & Complete** 

PaperCutMF				
└─_ Summary	Web Print	D. Prin r	2. Options	3. Upload
<ul> <li>Rates</li> <li>Redeem Card</li> </ul>	Upload			
X, Transfers	Select documents to upload and print	Drag files here		
Transaction History		Upload from computer		
🐣 Web Print		The following file types are allowed: Microsoft Excel xlam, xls,		
		Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, pps Word doc, docm, docx, dot, dotm, dotx, rtf, txt PDF pdf Picture jpeg, jpg, png, tif, tiff XPS xps		
	« 2. Print Options		Upload & Co	omplete »

#### 9. Your print job is now Held in a queue

└── Summary	Web Print						
(§) Rates	Web Print is a service to enable	printing for laptop, wireless and unauth	enticated users without a need to insta	Ill print driv	vers. To up	load a document for	
🕼 Redeem Card	printing, click Submit a Job below.						
∖, Transfers	Submit a Job »						
Transaction History	SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COM	STATUS	
Recent Print Jobs	Jun 17, 2020 10:12:54 PM	ki-ps01\LIBRARY-XEROX1-SINGLE-SIDED	HOW TO PRINT FROM YOUR LAPTOP.pdf	3	€0.18	Held in a queue	
Heb Print							

NOTE: if you are printing from one of the four PCs in the library, send your print jobs to: Find\_Me\_Printer\_Doublesided on KI-PS01 or Find\_Me\_Printer\_Single\_Sided on KI-PS01

## **RELEASE PRINT JOB**

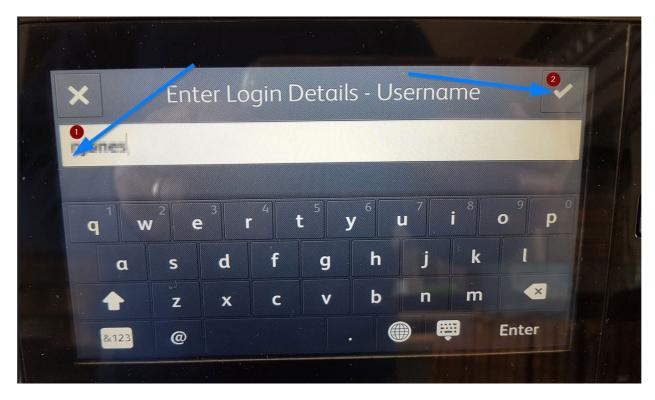
To release your print job, go to the printing device of your choice. If the screen is blank, press the power button to bring the device out of sleep mode:



Press the 'keyboard' icon in the top-right corner of the screen (if you prefer to log on with your student card, skip to the next section, "Logging onto the printers with your student card"):



Enter your username—your Moodle username—then press the 'tick' in the top right of the screen:



Enter your password—your Moodle password—then press the tick in the top right of the screen:

×	Friter Login Details - Password	
s the Sword:		
	<sup>2</sup> e <sup>3</sup> r <sup>4</sup> t <sup>5</sup> y <sup>6</sup> u <sup>7</sup> i <sup>8</sup> o <sup>9</sup> p <sup>0</sup>	
	s d f g h j k l	
	z x c v b n m <	
&123	@ Enter	

## Press Print Release:

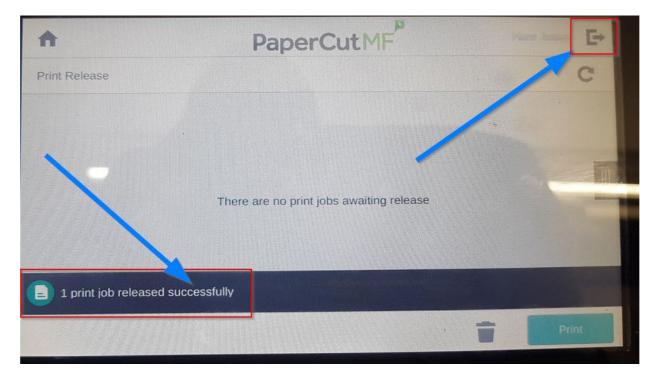
,	PaperCutMF	
Welcome, Nesi Joneti		
		*
Print Release	Access Device	Scan

Select your print job, then press **Print**:

<b>^</b>	PaperCutMF	New Jones 🕞
<b>I</b> job, 1 page, €0.06		C
test.docx 1 copy. 2-sided. Grayscale, A4	6	moments ago
0		
		2
		Print

Your print job will be released from the device.

Log out of the device by pressing the icon in the top right of the screen.

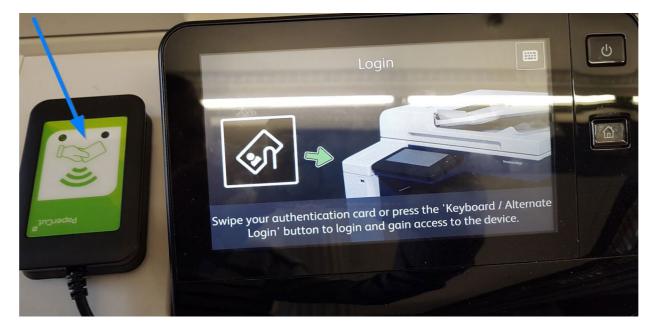


# LOGGING ONTO THE PRINTERS WITH YOUR STUDENT CARD

You can use your student card to log onto the printers. This is quicker than logging on with your username and password.

To use your student card with the printers, you must first 'associate' your card. This is a once-off task and takes about 30 seconds.

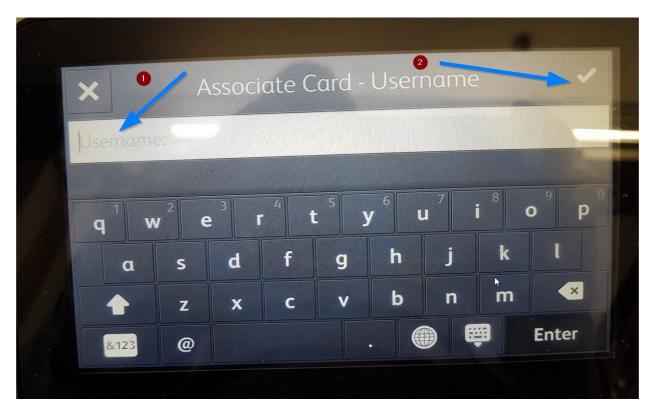
To 'associate' your student card, swipe it against the card reader (on the left):



#### Press Yes

Associate Card	
Your card is not known to the system. Ple associate your card with an ac	ase press 'Yes' to
<b>E</b> Exit	
× No	
Ves	

Type in your username—your Moodle username—and press the tick box in the top right of the screen:

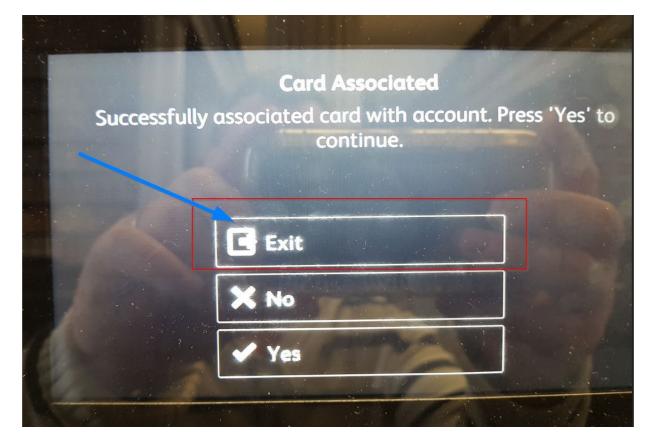


Type in your password—your Moodle password—and press the tick box in the top right of the screen:

		+	ASSOC	iate	Card	- Pas	2 SWOR	ł		~	
Pa	assword:										
	<b>q</b> <sup>1</sup> W	v <sup>2</sup> e	3	4	t <sup>5</sup>	y <sup>6</sup> (	7	8 i	9	P	G
	C	S	d	f	g	h	j	k	1		
		z	x	с	v	b	n	m	×		
	&123	@							Enter		

Your card has now been 'associated' and can now be used to log onto the printers.

Press **Exit** 



# SCANNING

Load the device with the document you want to scan.

Log onto the device (with your username and password, or with your student card).

## Press Scan:

	PaperCutMF	Nest Jones 💽
1 print job pending release 1 page tota		Print all
Print Release	Access Device	can

Press **Start** and your document will be scanned and sent your King's Inns email account:

A	PaperCutMF	Neti Jones 🕞
Account: My Personal Account		
Scan to My Email		Color PDF
To @kingsinns.ie		1-sided
Subject Your scan (Scan to My Email)		A4 Portrait
Filename scan_12023-02-02-11-10-04		300 DPI
		Change settings
	Prompt for more pages 🔽	Start

# PHOTOCOPYING

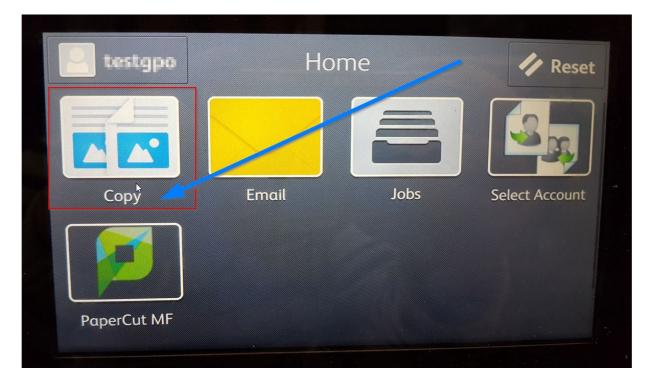
Load the device with the document you want to scan.

Log onto the device (with your username and password, or with your student card).

#### Press Access Device

PaperCutMF	ties Lees 🕞
1 print job pending release 1 page total	Print all
Print Release	Scan L

# Press Copy



### Press Start

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	1	2	3	
	4	5	6	
	7	8	9	
		0	×	
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