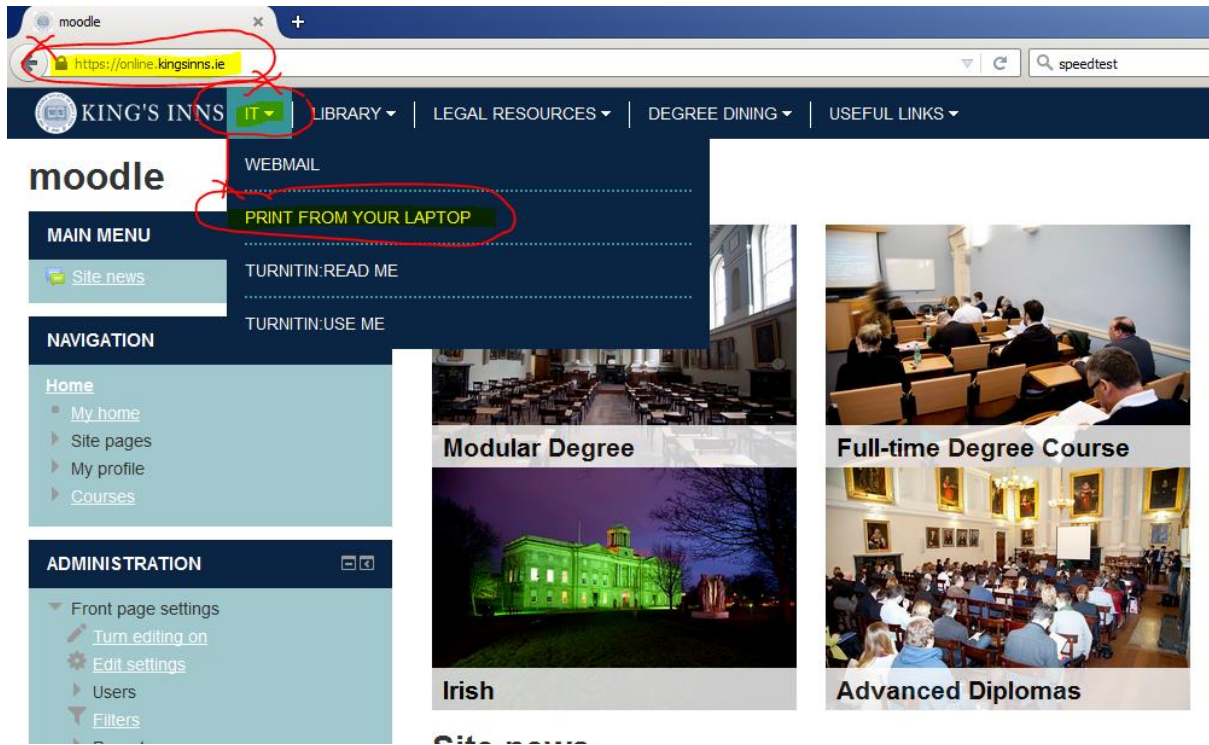


## HOW TO PRINT FROM YOUR LAPTOP TO THE KING'S INNS PRINTERS

Log on to Moodle at: [online.kingsinns.ie](https://online.kingsinns.ie)

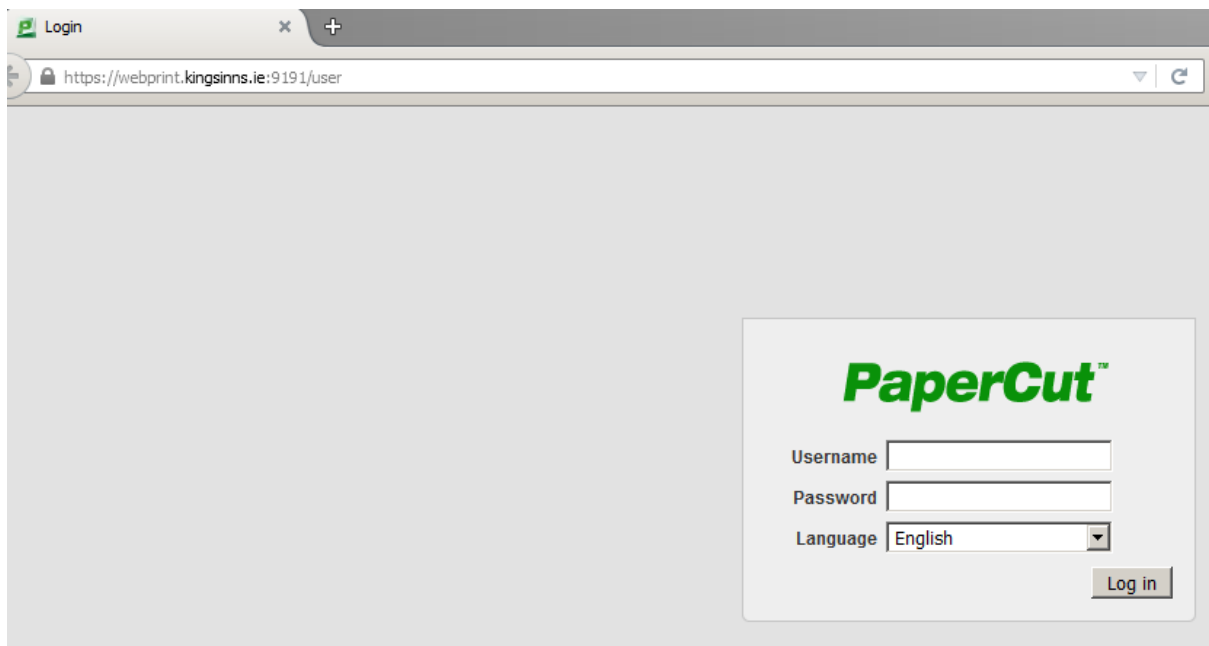
Click on: "IT"

Click on: "PRINT FROM YOUR LAPTOP"



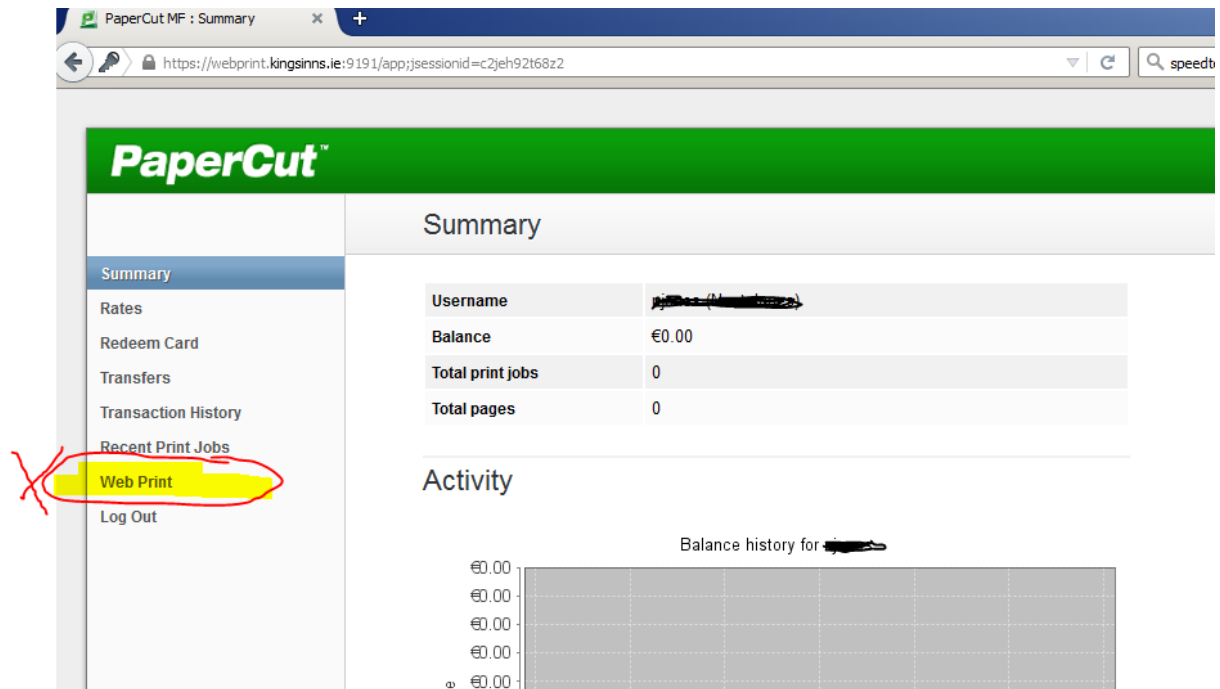
The screenshot shows the Moodle website interface. The browser address bar displays <https://online.kingsinns.ie>. The top navigation bar includes 'KING'S INNS', 'LIBRARY', 'LEGAL RESOURCES', 'DEGREE DINING', and 'USEFUL LINKS'. A dropdown menu is open under the 'IT' icon, with 'PRINT FROM YOUR LAPTOP' highlighted in green. Other menu items include 'WEBMAIL', 'TURNITIN:READ ME', and 'TURNITIN:USE ME'. The main content area features a 'MAIN MENU' with 'Site news', a 'NAVIGATION' section with links to 'Home', 'My home', 'Site pages', 'My profile', and 'Courses', and an 'ADMINISTRATION' section with options like 'Front page settings', 'Turn editing on', 'Edit settings', 'Users', and 'Filters'. Below the navigation is a 'Site news' section with four featured articles: 'Modular Degree', 'Full-time Degree Course', 'Irish', and 'Advanced Diplomas'.

Log on to Papercut with your King's Inns username and password (same logon for Webmail, Moodle etc.):



The screenshot shows the PaperCut login page in a browser. The address bar displays <https://webprint.kingsinns.ie:9191/user>. The page features the PaperCut logo in green. Below the logo is a login form with three input fields: 'Username', 'Password', and 'Language' (set to 'English'). A 'Log in' button is located at the bottom right of the form.

Click on "Web Print":

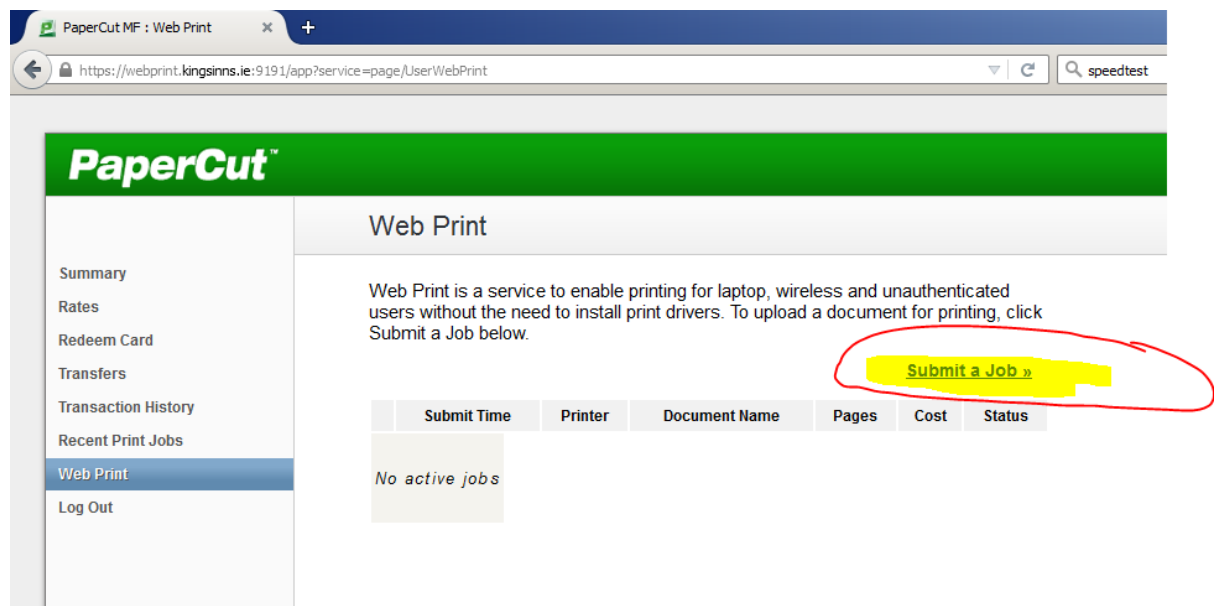


The screenshot shows the PaperCut MF Summary page. The left sidebar contains a menu with the following items: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Web Print (highlighted in yellow and circled in red), and Log Out. The main content area is titled "Summary" and displays the following information:

Username	[REDACTED]
Balance	€0.00
Total print jobs	0
Total pages	0

Below the summary is an "Activity" section with a "Balance history for [REDACTED]" chart. The chart shows a flat line at €0.00.

Click on "Submit a Job":



The screenshot shows the PaperCut MF Web Print page. The left sidebar contains a menu with the following items: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Web Print (highlighted in blue), and Log Out. The main content area is titled "Web Print" and contains the following text:

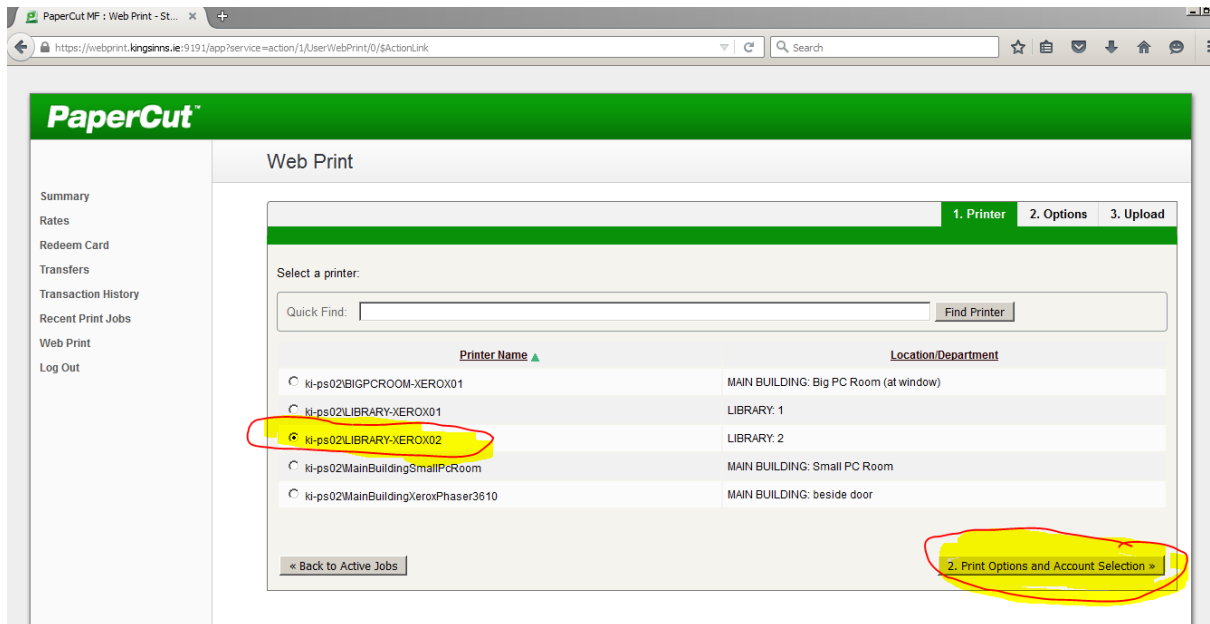
Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job »](#) (highlighted in yellow and circled in red)

Submit Time	Printer	Document Name	Pages	Cost	Status
No active jobs					

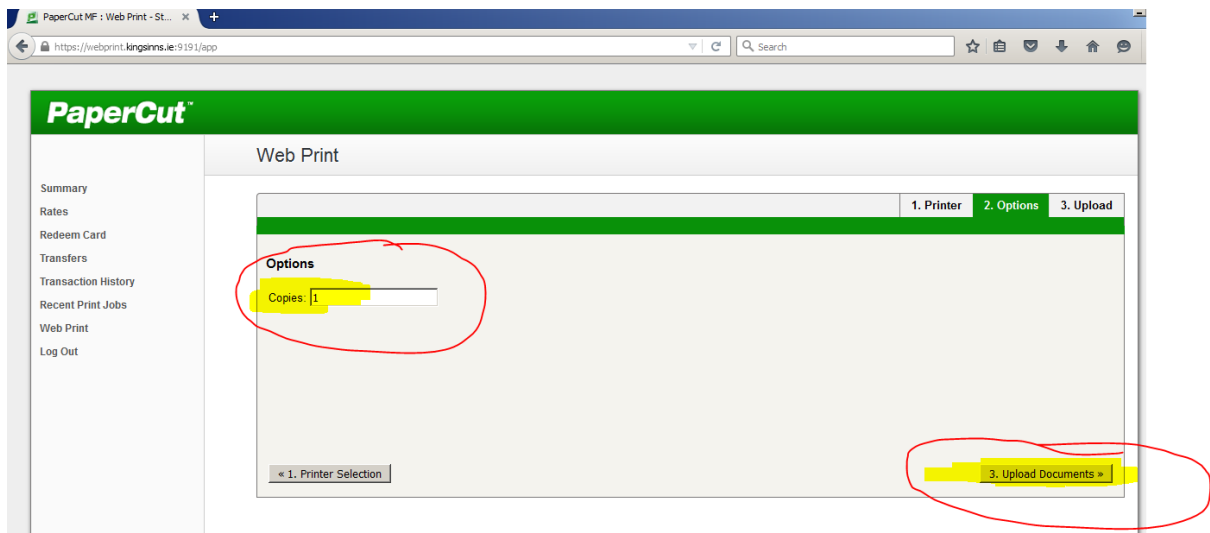
Choose the printer you want to print to, LIBRARY-XEROX2 in this example.

Click on "Print Options and Account Selection":



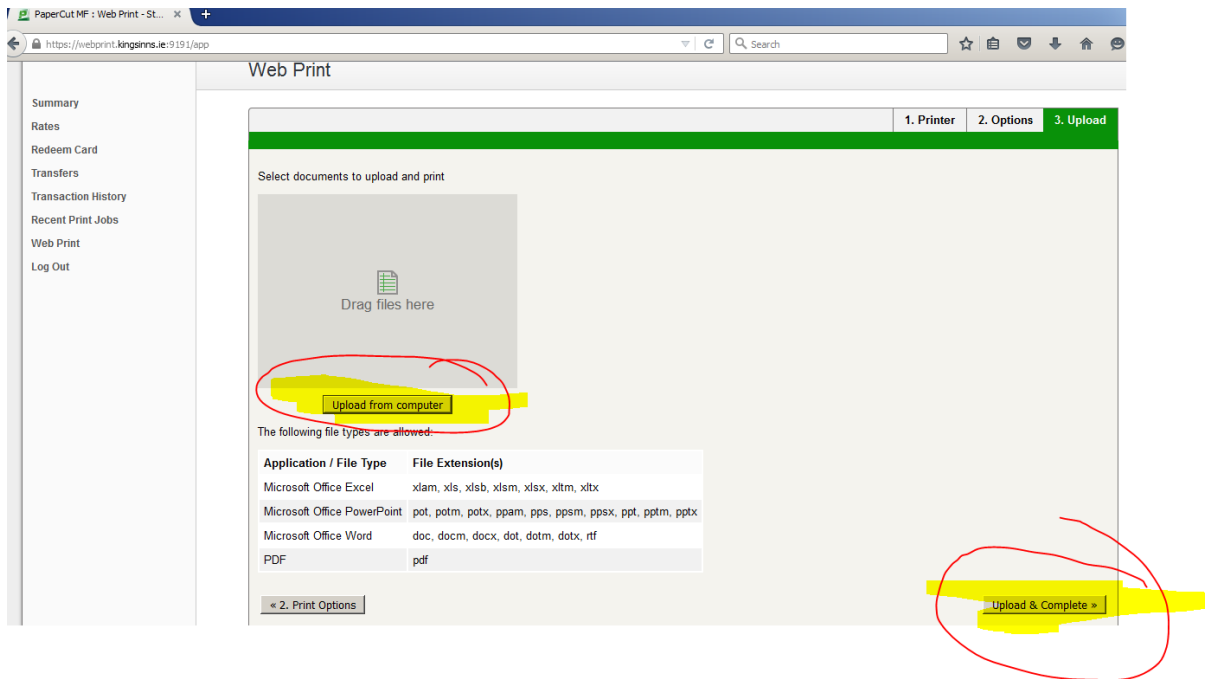
Specify the number of copies. The default is: 1

Click on "Upload Documents":



Drag the document you want to print into the “Drag files here” area; or click “Upload from computer” and browse to the document on your laptop.

Then click “Upload & Complete”:



Your print job is now held in the queue.

Release your print job at the printer you selected.

