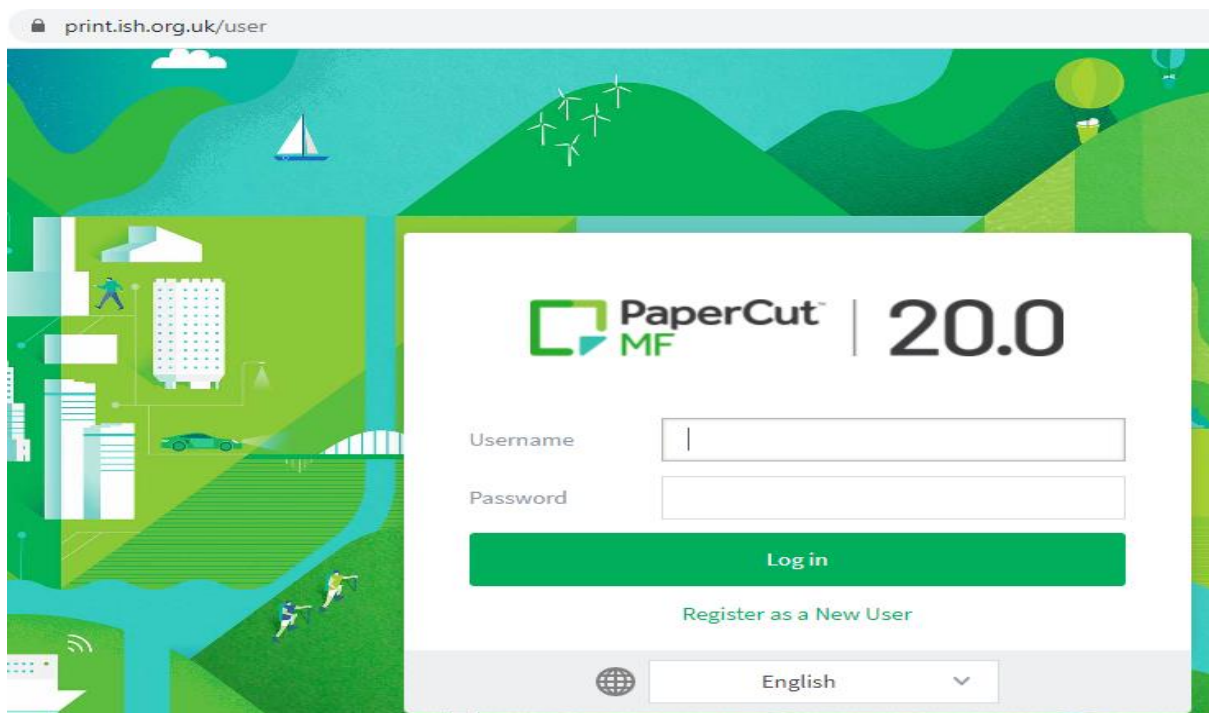


PRINTING ON THE BRING-YOUR-OWN-DEVICE (BYOD) MULTIFUNCTION PRINTER (MFP)

STEP 1 - CREATE YOUR PAPER CUT ACCOUNT

PLEASE IGNORE THIS PART IN BLUE IF YOU HAVE DONE IT BEFORE

- Check your ISH ID card has a SIX digit number (Starrez ID) on it below your picture, if there is no SIX digit number, please obtain a new card from Reception/Front Desk with your six digit Starrez ID printed on it
- The first time you login, go to <https://print.ish.org.uk> and click on **REGISTER AS A NEW USER**.



The screenshot shows a web browser window with the address bar displaying "print.ish.org.uk/user". The main content area is a login page for PaperCut MF 20.0. The page has a green and white theme with a stylized background illustration of a city, a sailboat, and wind turbines. The login form includes fields for Username and Password, a green "Log in" button, and a "Register as a New User" link. A language dropdown menu is set to "English".

- To access <https://print.ish.org.uk>, your device must be connected to the ASK4, Eduroam, Thirsty Scholar or ISH Venues wired or WiFi networks
- Full name. Enter your full name
- Email address. Enter your email address
- Username. **Enter the SIX digit number (Starrez ID) displayed on your ISH card.**
- Password. Enter a new password
- Verify password. Enter the password again.
- Click Register

print.ish.org.uk/app?service=direct/1/Home/\$DirectLink&lang=en

PaperCut MF

Register User

Log In

Register New User Account

Full Name:

Email Address:

Username:

Password:

Verify Password:

Register

- Your logins details will be displayed on your screen (hidden only in the example below for TEST ACCOUNT) and you will also receive your login details in an email (see next steps).

print.ish.org.uk/app

PaperCut MF

Register User

Log In

Register New User Account

Thank you for registering. Your details are:

Full Name: TEST ACCOUNT

Username:

Password:

Identity

ID PIN:

The identity number and PIN may be required to log into some devices.

Please print or take note of this information, and keep the password and PIN private.
Click "Login" to continue.

- You will receive two emails in a few minutes from **noreply.ishbyod@ish.org.uk**. Please check your junk/spam folders if you have not received them.
- One email is for you to confirm your details. Click on the link in the email then login with your username (six digit number) and password to verify your account

Please verify your email address > Inbox x

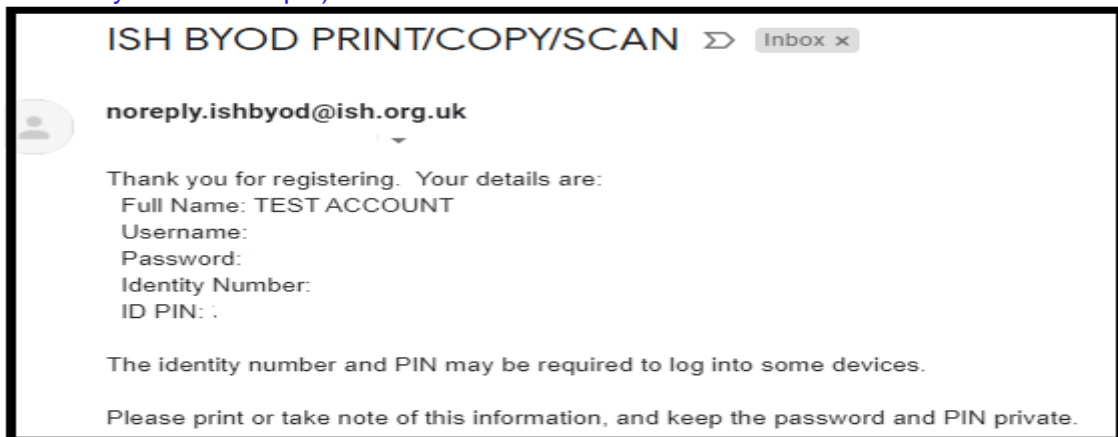
noreply.ishbyod@ish.org.uk
to me ▾

This email address must be verified before it can be added to your account.

To verify, please click the following link and enter your username and password when prompted:

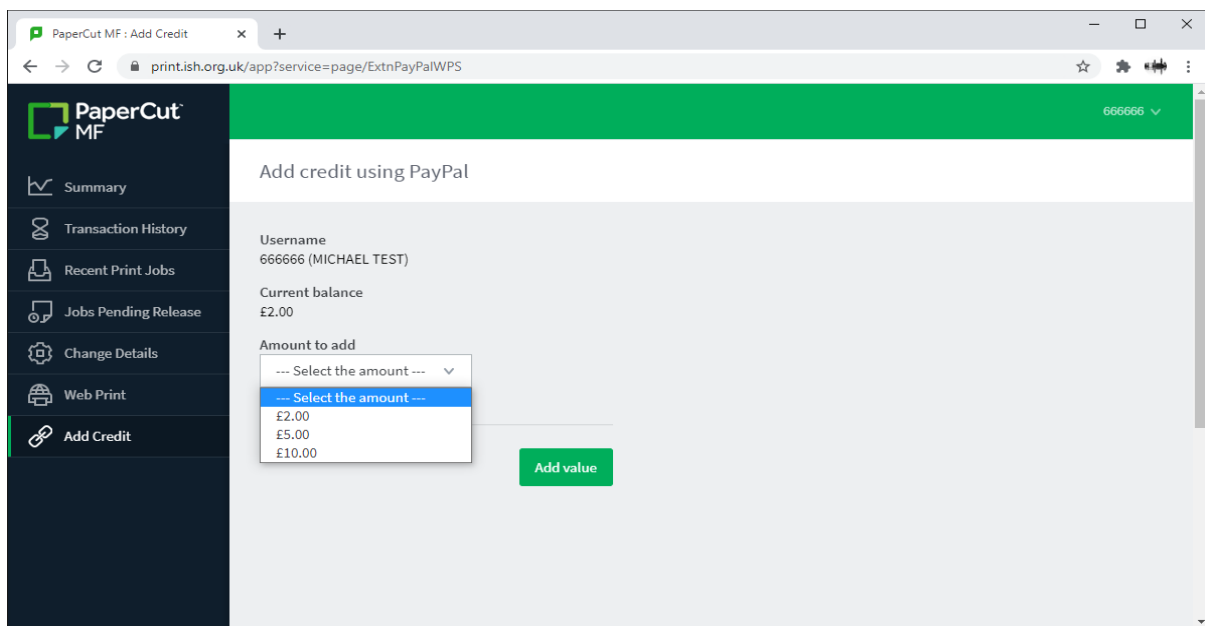
<https://print.ish.org.uk:443/verify/>

- The second email has your login details. PLEASE KEEP THESE DETAILS SAFELY AS YOU WILL NEED THEM IF YOU FORGET YOUR PASSWORD (all details are hidden only in this example)

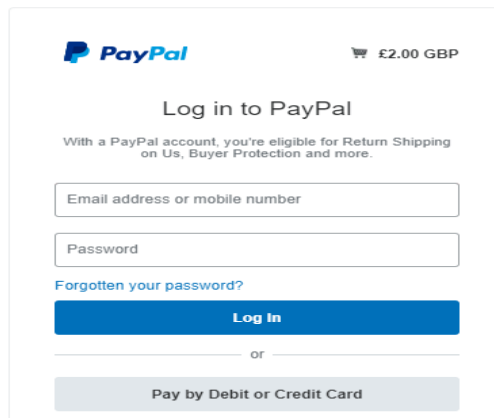


STEP 2 - ADDING CREDIT TO YOUR ACCOUNT.
PLEASE IGNORE THIS PART IN BLUE IF YOU HAVE DONE IT BEFORE

- Go to <https://print.ish.org.uk/user> and enter your username (SIX digit code above) and the password you created in Step 1
- Click on ADD CREDIT on the left-hand side and from the drop-down list, select the amount you wish to top and click Add value.

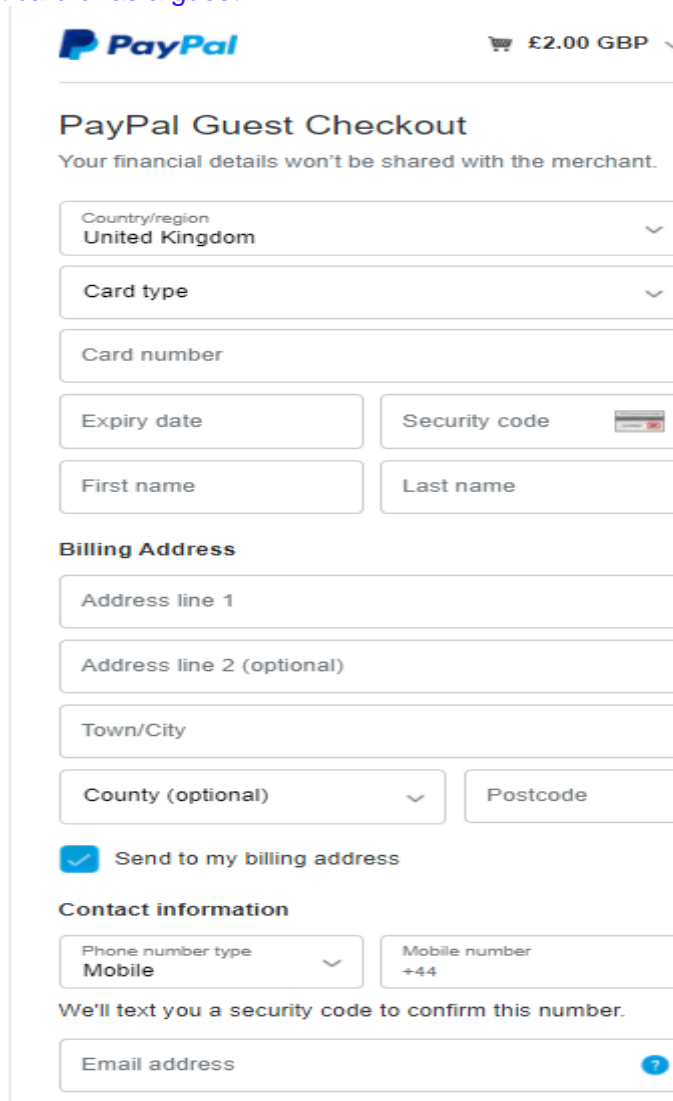


- You will be redirected to Paypal to make payment.
- Always select United Kingdom as your location irrespective of your home country
- Either login to your Paypal account (if you have one) or select GUEST CHECKOUT (if you don't have Paypal) or select PAY BY DEBIT OR CREDIT CARD,



The image shows the PayPal login interface. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "£2.00 GBP". The main heading is "Log in to PayPal". Below this, a sub-heading states: "With a PayPal account, you're eligible for Return Shipping on Us, Buyer Protection and more." There are two input fields: "Email address or mobile number" and "Password". A link "Forgotten your password?" is located below the password field. A prominent blue "Log In" button is centered below the input fields. Below the button, there is a horizontal line with the word "or" in the center. At the bottom, there is a grey button labeled "Pay by Debit or Credit Card".

- In this example below, a Paypal account is not being used, Payment is being done by credit/debit card or as a guest



The image shows the "PayPal Guest Checkout" form. At the top left is the PayPal logo, and at the top right is a shopping cart icon with the text "£2.00 GBP". The main heading is "PayPal Guest Checkout". Below this, a sub-heading states: "Your financial details won't be shared with the merchant." The form contains several sections: "Country/region" (dropdown menu, currently showing "United Kingdom"), "Card type" (dropdown menu), "Card number" (input field), "Expiry date" (input field), "Security code" (input field with a card icon), "First name" (input field), and "Last name" (input field). The "Billing Address" section includes "Address line 1", "Address line 2 (optional)", "Town/City", "County (optional)" (dropdown menu), and "Postcode" (input field). There is a checked checkbox labeled "Send to my billing address". The "Contact information" section includes "Phone number type" (dropdown menu, currently showing "Mobile") and "Mobile number" (input field, currently showing "+44"). Below this, a sub-heading states: "We'll text you a security code to confirm this number." At the bottom, there is an "Email address" input field with a help icon.

- enter your card details, address and email. Please check your email address is correct
- A receipt will be emailed to you.
- After making payment, return to <https://print.ish.org.uk/user>, login with your six digit number and password. Your account will show the updated balance

STEP 3 PRINTING DOCUMENTS

Web printing by uploading to the Papercut portal website

Papercut does BYOD printing using different methods like their Mobility Print app but the web printing is easiest. There are no drivers, apps or software to install so there are no problems with software compatibility issues on different versions of Windows, MAC's, Android that are experienced with Mobility Print

Printing formats available with Papercut Web Print

Supports popular document formats including PDF, DOC/DOCX (and other Microsoft Office Word formats), XLS/XLSX (and other Microsoft Office Excel Formats), PPT/PPTX (and other Microsoft Office PowerPoint formats) and Microsoft XPS (XML Paper Specification). Web Print also supports common image formats including JPG, GIF, PNG, TIFF and BMP

Do you need to print just a **SELECTION OF PAGES** from your document?

If you need to print a selection of pages, you will need export the pages you require to a new PDF document. If your document doesn't have a Save As PDF, Print-to-PDF or PDF export option, you can download and install CutePDF which will allow you to export a selection of your document's pages to a new PDF document. You can upload that exported PDF to your Papercut account using the instructions below for uploading and printing.

- Login to <https://print.ish.org.uk/user> using your six-digit username and your password

Click on web print and Click on Submit a job

The screenshot shows the PaperCut MF Web Print interface. The left sidebar contains navigation options: Summary, Transaction History, Recent Print Jobs, Jobs Pending Release, Change Details, Web Print, and Add Credit. The main content area is titled 'Web Print' and includes a description: '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.' A green 'Submit a Job >' button is visible. Below this is a table with the following columns: SUBMIT TIME, PRINTER, DOCUMENT NAME, PAGES, COST, and STATUS. The table is currently empty, displaying the message 'No active jobs'.

Select the type of printer you require and click **Print options and account selection**. These four virtual printers all print to the same MFP in reception. Remember to select the correct virtual printer for the document you require and ensure the document you already have is in the correct format (A3 or A4) for the virtual printer you need. **Refunds are not available for printing with the wrong options**

The screenshot shows the PaperCut MF Web Print interface at the 'Select a printer' step. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Web Print' and includes a progress indicator at the top right showing '1. Printer' (selected), '2. Options', and '3. Upload'. Below the title is a search bar with a magnifying glass icon and a green arrow button. A table lists four virtual printers with radio buttons for selection. The table has columns for PRINTER NAME and LOCATION/DEPARTMENT. The printers listed are: ish-byodprint\Black&White_A3_WebPrint (virtual), ish-byodprint\Black&White_A4_WebPrint (virtual), ish-byodprint\Colour_A3_WebPrint (virtual), and ish-byodprint\Colour_A4_WebPrint (virtual). At the bottom left, there is a '« Back to Active Jobs' button, and at the bottom right, there is a green '2. Print Options and Account Selection >' button.

Click on upload documents

The screenshot shows the PaperCut MF Web Print interface. The browser address bar displays `print.ish.org.uk/app?service=action/1/UserWebPrint/0/$ActionLink`. The page title is "Web Print". A progress indicator at the top right shows three steps: "1. Printer" (checked), "2. Options" (active), and "3. Upload" (unchecked). The main content area is titled "Options" and includes a "Copies" input field with the value "1". At the bottom, there are two buttons: "« 1. Printer Selection" and "3. Upload Documents »".

Upload your documents. Click on **upload and complete** when you have finished uploading your documents

The screenshot shows the PaperCut MF Web Print interface at the "Upload" step. The browser address bar displays `print.ish.org.uk/app`. The page title is "Web Print". The progress indicator at the top right shows three steps: "1. Printer" (checked), "2. Options" (checked), and "3. Upload" (active). The main content area is titled "Upload" and includes the text "Select documents to upload and print". Below this is a dashed box containing a document icon and the text "Drag files here" and "Upload from computer". At the bottom, there are two buttons: "« 2. Print Options" and "Upload & Complete »".

The upload will take a few minutes to process

The screenshot shows the PaperCut MF Web Print interface at the "Submit a Job" step. The browser address bar displays `print.ish.org.uk/app`. The page title is "Web Print". The progress indicator at the top right shows three steps: "1. Printer" (checked), "2. Options" (checked), and "3. Upload" (checked). The main content area contains an "IMPORTANT NOTICE" and a "Submit a Job" button. Below the notice is a table with the following data:

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Mar 1, 2021 2:31:28 AM	ish-byodprint/Colour_A4_WebPrint	TEST.docx	1	£0.20	Held in a queue

STEP 4. RELEASING DOCUMENTS FOR PRINT (PART 1)

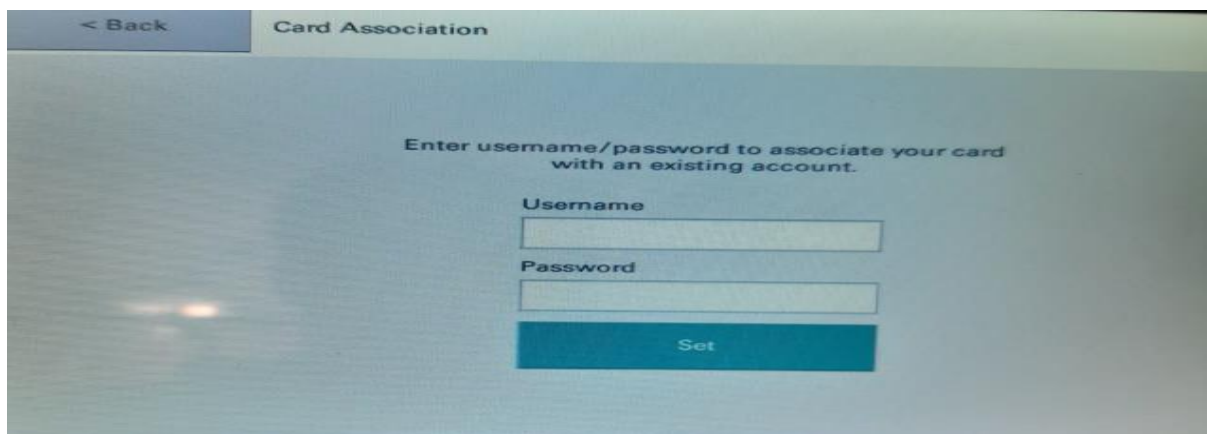
Please DO NOT release your print jobs remotely via the Papercut portal. Releasing your print jobs remotely via the web portal is not good security practice. Anything confidential you print will be left unclaimed. Any unclaimed documents can be picked up by anyone. Refunds are not available for any documents released remotely and taken by someone who isn't the owner.

- REGISTER YOUR ACCOUNT ON THE MFP
PLEASE IGNORE THIS PART IN BLUE IF YOU HAVE DONE IT BEFORE

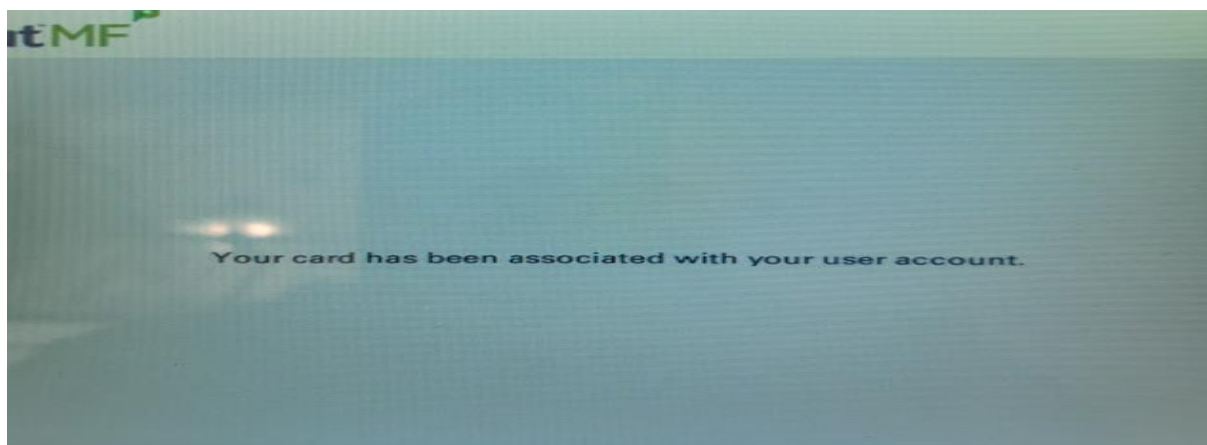
- Go to the MFP in reception and tap your ISH ID card on the front area of the MFP near the reader symbol



- On the MFP's screen, a message will appear telling you the card needs to be associated with the Papercut account you created on <https://print.ish.org.uk>

A screenshot of a mobile application interface. At the top left is a "< Back" button. The title is "Card Association". The main text reads: "Enter username/password to associate your card with an existing account." Below this are two input fields: "Username" and "Password". At the bottom is a teal button labeled "Set".

- On the MFP's screen, click register, type in the six digit number on your ISH ID card and enter the password you created in STEP 1
- On the MFP's screen, a message will appear will appear telling you that your ISH ID card has been registered to your account

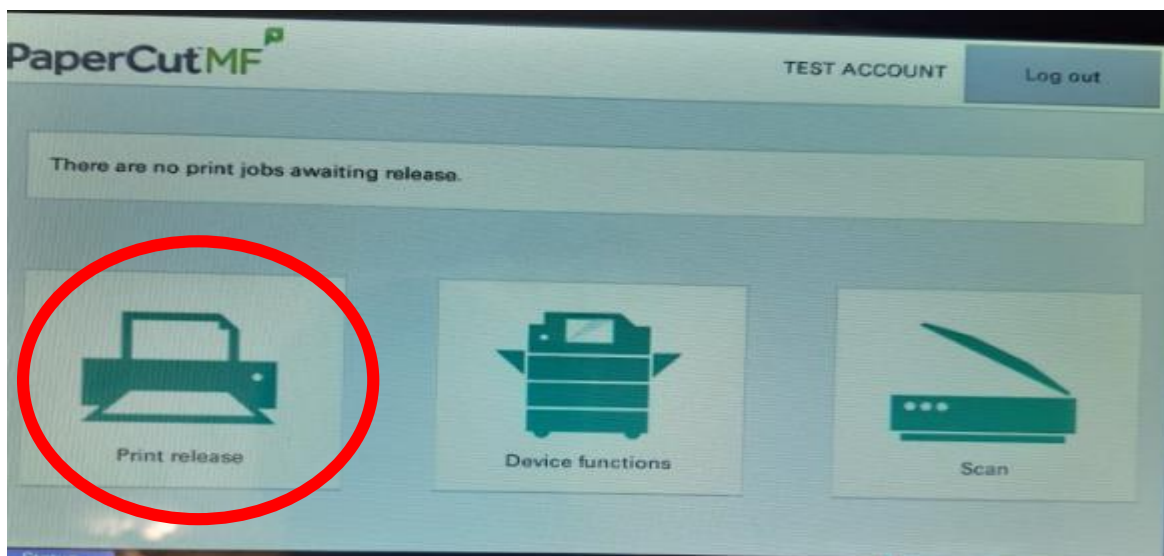


STEP 4. RELEASING PRINT DOCUMENTS (PART 2)

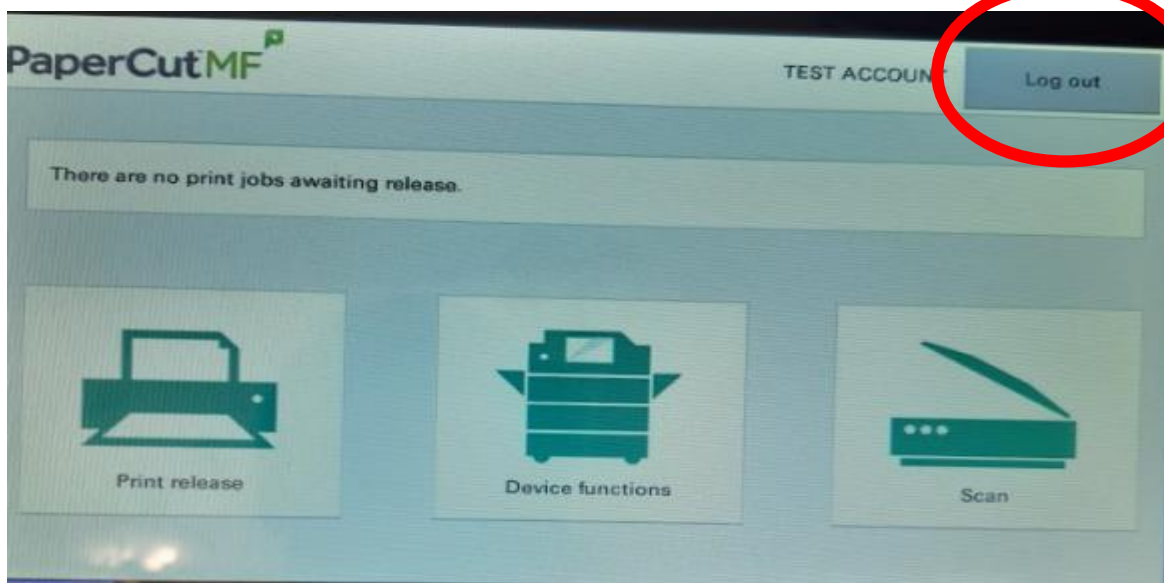
- Tap your ISH ID card on the area near the reader symbol



- This will log your registered ISH ID CARD into the MFP.
- You will be able to release your MFP jobs via the MFP screen as long as you have enough credit in your account



- **PLEASE MAKE SURE YOU LOGOUT YOUR ACCOUNT AND TAKE ALL YOUR PRINTED ITEMS WITH YOU**



TEMPORARILY LOST CARDS

- If you lose your ISH ID Card but you know where it is (left in your room, uni, restaurant, family/friend's house) and you will get your card back soon, you can still login to the MFP without your ISH ID Card
- On the MFP's screen, enter your six digit number username and enter your password
- You will be able to do everything you normally do - printing, scanning, copying

PERMANENTLY OR DAMAGED LOST CARDS

- If your ISH ID Card is permanently lost or damaged, you will need a replacement card for the MFP, your door access, meal allowances. Print/scan/copy access will need to be setup again on your new card
- When you receive the new card, go to the MFP in reception and tap your ISH ID card on the area of the MFP marked "TAP HERE YOU ISH ID CARD HERE"



- On the MFP's screen, a message will appear telling you the new card has not been registered
- On the MFP's screen, click register, type in the six digit number on your ISH ID card and enter your Papercut password
- On the MFP's screen, a message will appear will appear telling you that your ISH ID card has been registered to your account
- This will overwrite your lost card's access to the MFP