**PaperCut Printing Guide**

Print Services

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# What is PaperCut

**PaperCut** is a powerful print management software that allows you to track, manage and secure your printing, copying, and scanning, including adding print credit balance. As long as you are connected to the **University network**, you will be able to print directly from any University or personal device. Once you have sent your materials to print, you can then simply use any of the printers on campus to release your printing.

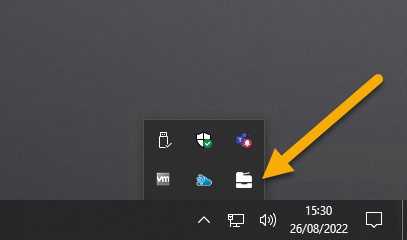
# 1. Print from managed laptops

Devices that are managed by London Metropolitan University have PaperCut software automatically deployed.

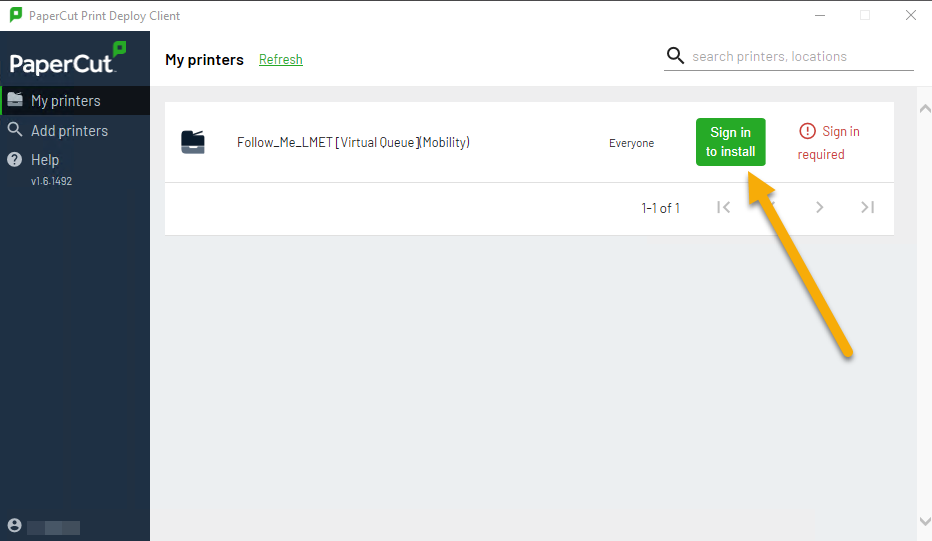
## Windows Devices

When you access the PaperCut software for the first time you need to follow the instructions below:

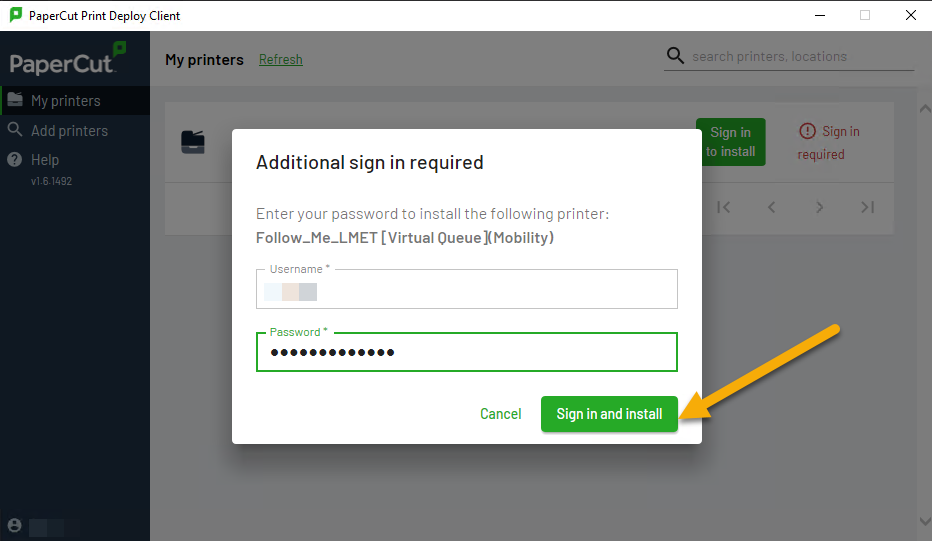
1. Click on the **printer icon**



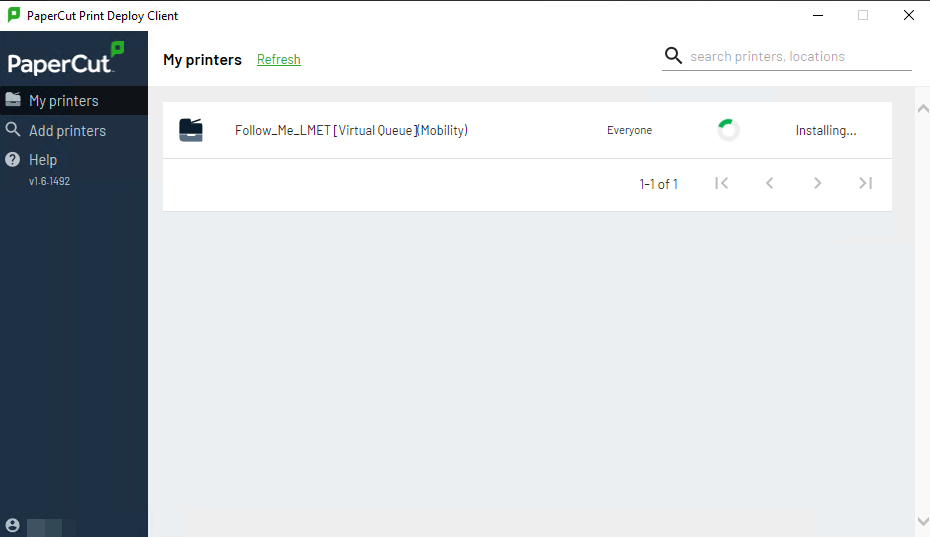
2. Click on the **Sign in to Install** button



3. Enter **Username** and **Password** and Click **Sign in and Install**



4. Printer will start installing, see the image below:



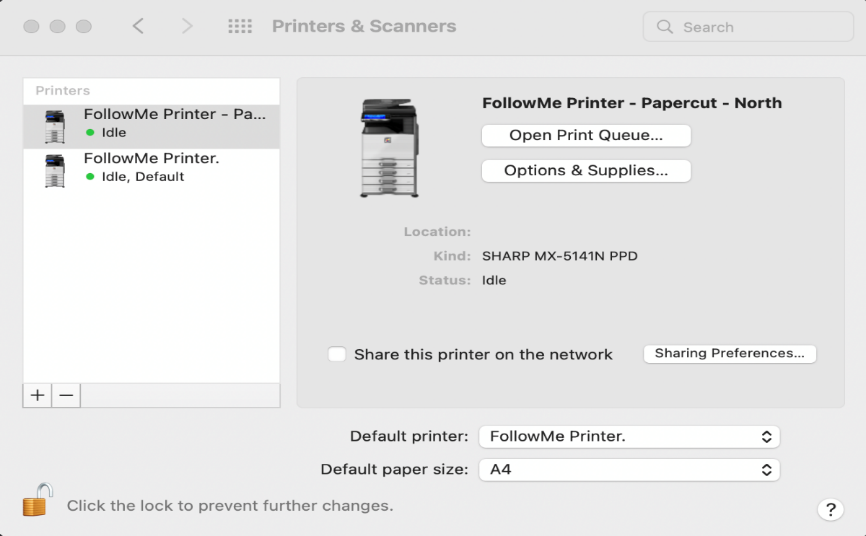
5. When the printer is **successfully installed**, you will see the message below: “**Follow\_Me\_LMET [Virtual Queue](Mobility) was installed**”

**How to Print**

* Open the document that you wish to print.
* Click **Printer from the drop-down**  and choose **Follow\_Me\_LMET [Virtual Queue](Mobility)**
* Choose the number of copies, color, and other print options.
* If prompted, enter your **username** and **password**.
* Locate and log in to any Sharp printer to release your print job.

## macOS Devices

macOS devices have already been deployed, to check that go to **Settings** > **System Preferences** then select **Printers & Scanners**



**How to Print**

* Open the document that you wish to print.
* Click **Printer from the drop-down**  and choose **Follow\_Me\_LMET [Virtual Queue](Mobility)**
* Choose the number of copies, color, and other print options.
* If prompted, enter your **username** and **password**.
* Locate and log in to any Sharp printer to release your print job.

# 2. Mobility print (BYOD)

Is simple to install the new managed print service on your device Windows, Macs, Chromebooks, iOS, or Android.

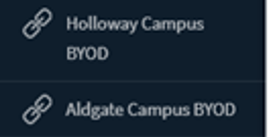
## Print from Windows Devices

**You Will Need**

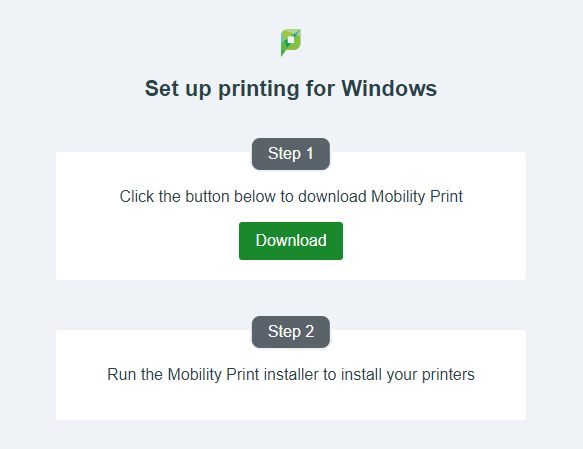
* Computer running Microsoft **Windows 8, 10** or **the latest**
* Network connection wireless **eduroam** or **LondonMet Guest**
* A Desktop Services account for authentication

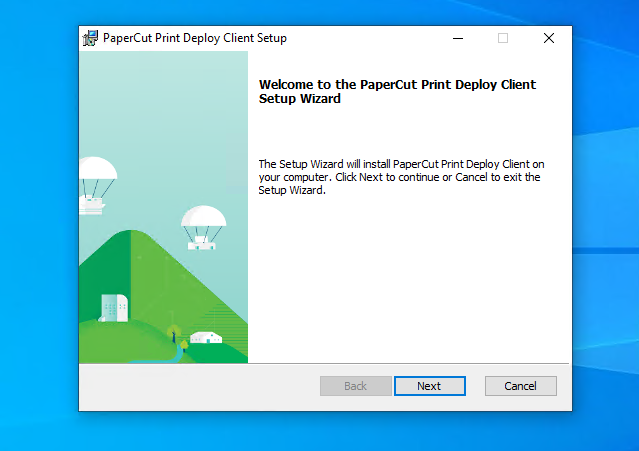
1. Visit [**print.londonmet.ac.uk**](https://print.londonmet.ac.uk/) login with your **username** and **password.**

2. Choose from the software menu (left-hand side) the **campus BYOD** that you are located in (**Holloway** or **Aldgate).**

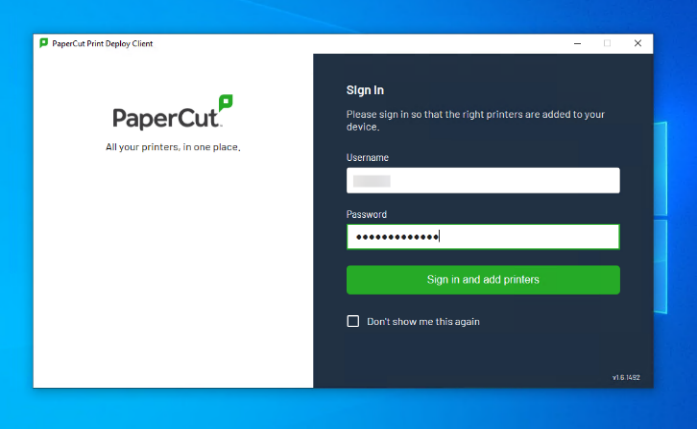


**3. Download** and **Run the Mobility Print installer to install your printers**

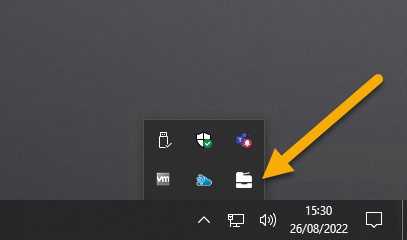




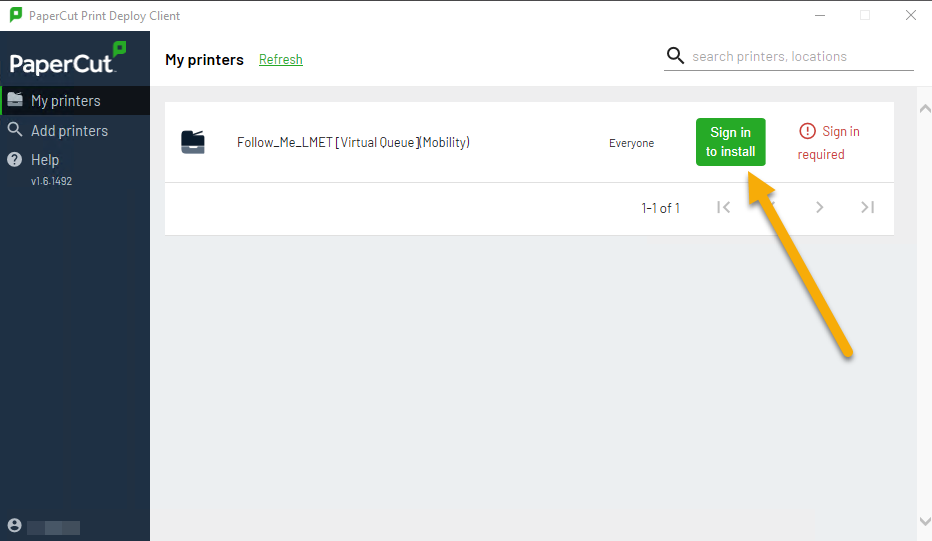
4. Once your software is installed, enter your regular **Username** and **Password**



5. Click on the **printer icon**



6. Click on the **Sign in to Install**



7. Enter **Username and Password** and **Click Sign in and Install**

8. Printer **successfully installed**, please see the message below: “**Follow\_Me\_LMET [Virtual Queue](Mobility) was installed**”

**How to Print**

* Open the document that you wish to print.
* Click **Printer from the drop-down**  and choose **Follow\_Me\_LMET [Virtual Queue](Mobility)**
* Choose the number of copies, color, and other print options.
* If prompted, enter your **username** and **password**.
* Locate and log in to any Sharp printer to release your print job.

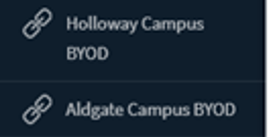
## Print from macOS

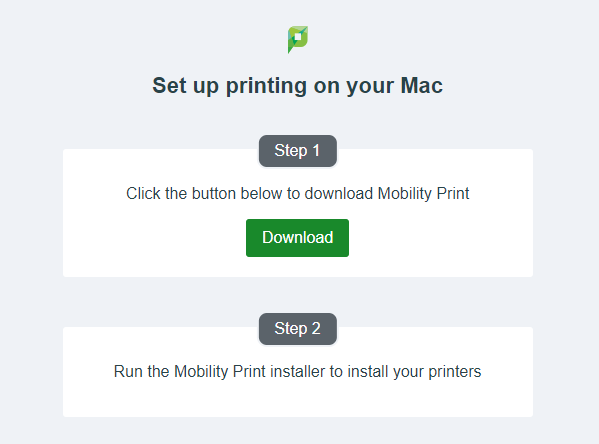
**You will need**

* MacBook **macOS 10.7** or **later**
* Administrative rights to Install Print Service on the computer
* Desktop Services account for authentication
* Network connection ( **eduroam** or **LondonMet Guest**).

1. Visit [**print.londonmet.ac.uk**](https://print.londonmet.ac.uk/)and log in with your **username** and **password**.

2. Choose from the software menu (left-hand side) the **campus BYOD** that you are located in (**Holloway** or **Aldgate**).

  
3. **Download** and **Install Mobility Print** and follow the on-screen instructions.



4. Once both setup steps are completed, you’re ready to start printing.

5. When prompted sign in by entering your **username** and **password**.

**How to Print**

* Open the document that you wish to print.
* Click **Printer from the drop-down**  and choose **Follow\_Me\_LMET [Virtual Queue](Mobility)**
* Choose the number of copies, color, and other print options.
* If prompted, enter your **username** and **password**.
* Locate and log in to any Sharp printer to release your print job.

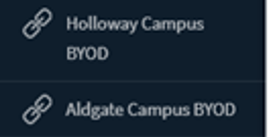
## Print from Chrome OS

**You will need**

* A device running **Chrome OS**
* Network connection wireless **eduroam** or **LondonMet Guest**
* A Desktop Services account for authentication

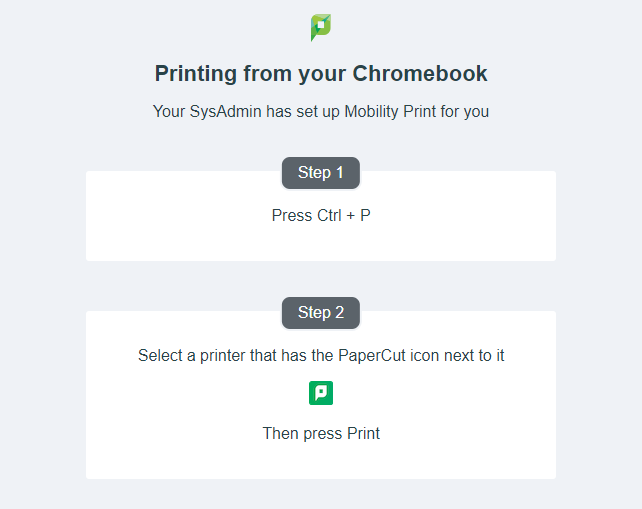
1. Visit [**print.londonmet.ac.uk**](https://print.londonmet.ac.uk/) login with your **username** and **password**.

2. Choose from the software menu (left-hand side) the campus **BYOD** that you are located (**Holloway** or **Aldgate**)



3. Install **Mobility Print** and follow the on-screen instructions.

4. After Mobility Print has been installed you’re ready to use Cloud Print



**How to Print**

* Open the document that you wish to print.
* Click **Printer from the drop-down**  and choose **Follow\_Me\_LMET [Virtual Queue](Mobility)**
* Choose the number of copies, color, and other print options.
* If prompted, enter your **username** and **password**.
* Locate and log in to any Sharp printer to release your print job.

## Print from Apple iOS

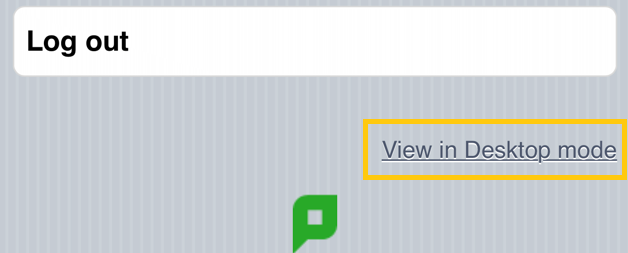
**You will need**

* An Apple iPhone or iPad **iOS 12** or **later**
* Safari mobile web browser
* A connection to either **eduroam** **or LondonMet guest**
* A Desktop Services account for authentication

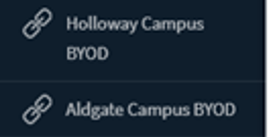
You must complete **both steps** of these instructions.

**Step One – Downloading the profile**

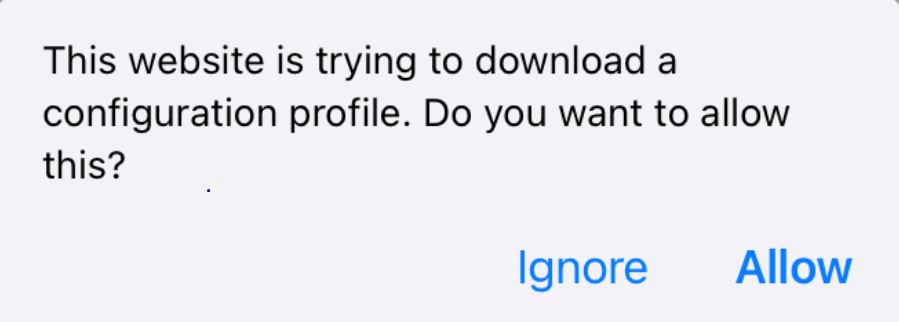
1. Visit [**print.londonmet.ac.uk**](https://print.londonmet.ac.uk/)login with your **username** and **password**.
2. Once logged, tap **View in Desktop mode**



1. Choose from the software menu (left-hand side) the **campus BYOD** that you are located (**Holloway** or **Aldgate**)

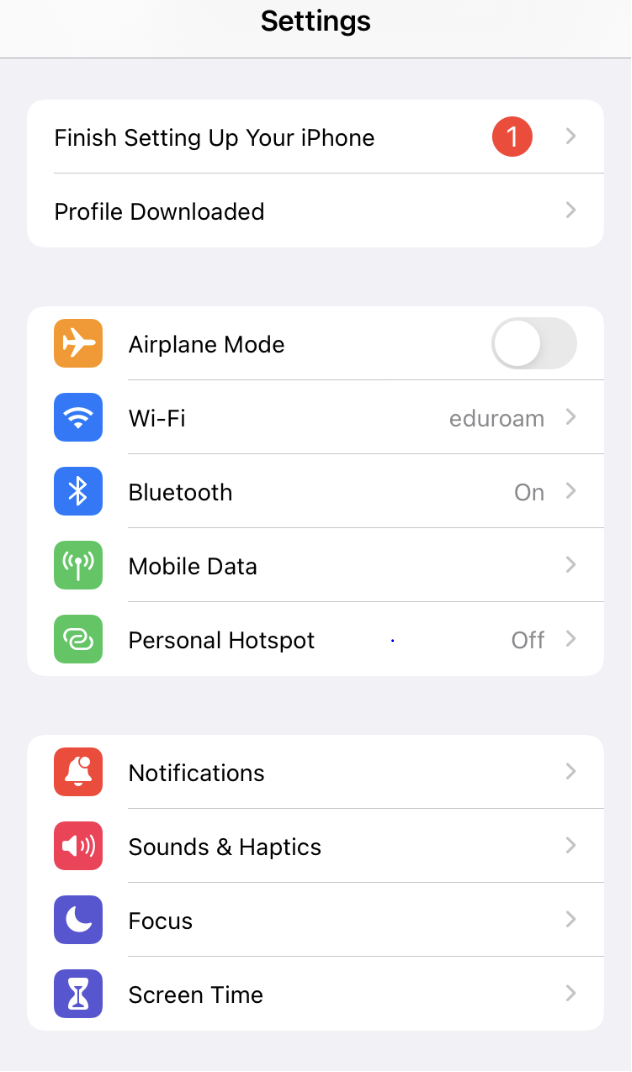


1. Open **Safari** – it will not work in other mobile browsers.
2. **Download** the **Mobility Print profile**.
3. Select **Allow** when prompted.

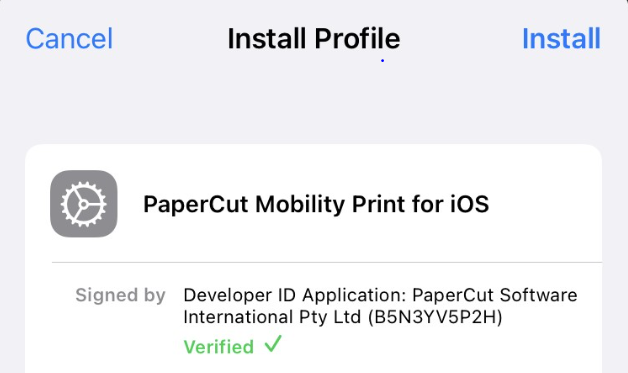


**Step Two – Installing the profile**

1. Open **Settings**
2. Select**Profile** **Downloaded**



1. Select **Install**at the next couple of prompts.



**How to Print**

* Open the app you want to print from.
* Select **print** from the app’s share icon or in the app’s menu - if you can’t find the print option, check the app’s help section. Not all apps support printing.
* Select **Printer** and choose **FollowMe**
* Choose the number of copies, color, and other print options.
* If prompted, enter your **username** and **password**.
* Locate and log in to any Sharp printer to release your print job.

## Print from Android OS

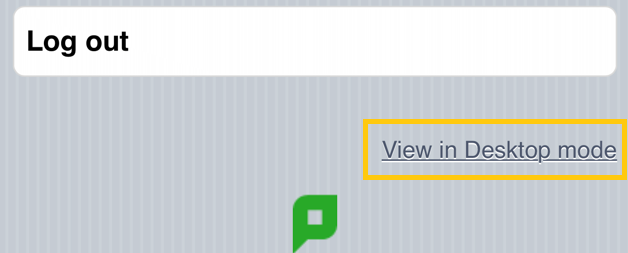
**You will need**

* An Android phone or tablet using **Android 7.0 or later**
* A connection to either **eduroam** **or LondonMet guest**
* A Desktop Services account for authentication

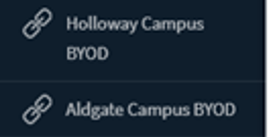
You must complete **both steps** of these instructions.

**Step One – Downloading and installing the app**

1. Visit [**print.londonmet.ac.uk**](https://print.londonmet.ac.uk/) login with your **username** and **password.**
2. Once logged, tap **View in Desktop mode**



1. Choose from the software menu (left-hand side) the **campus BYOD** that you are located (**Holloway** or **Aldgate**)



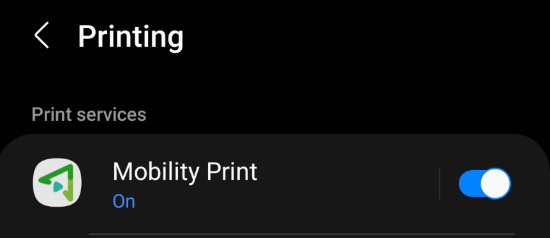
1. You must **install** the **Mobility Print app** from the **Google Play**
2. Select **Install**

**Step Two – Ensuring Mobility Print is on**

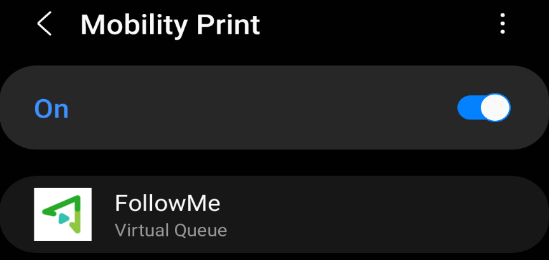
1. After installing the app select**Tap here and check the Mobility Print Service on**



1. Ensure **Mobility Print is On**



1. Tap on the **Mobility Print** and check if **FollowMe** is available.

****

**Tip**: If you select the Remember me check box, your Android device will remember your login details for 30 days**.**

**How to Print:**

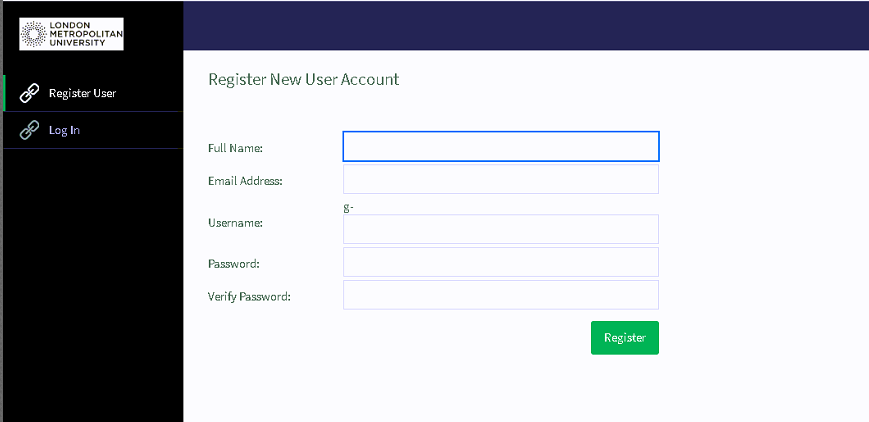
* Open the app you want to print from.
* Select **print** from the app’s share icon or in the app’s menu - if you can’t find the print option, check the app’s help section. Not all apps support printing.
* Select **Printer** and choose **FollowMe**
* Choose the number of copies, color, and other print options.
* Look out for **Notifications**, select the Notification when authentication is required.
* Locate and log in to any Sharp printer to release your print job.

# 3. Create a guest user account

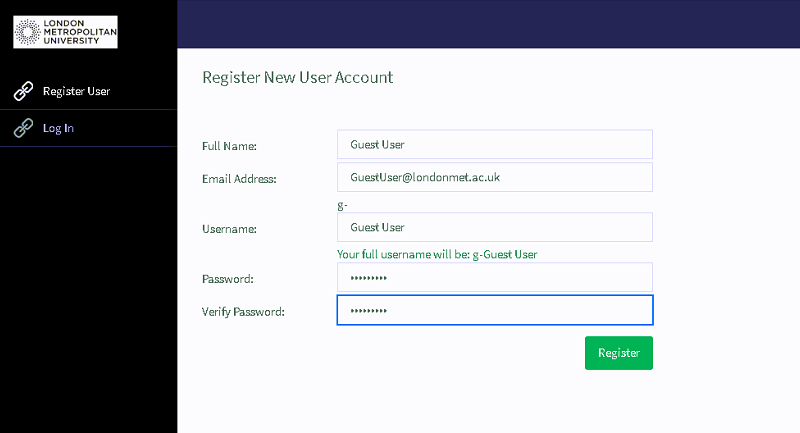
Guests can use the university print service by creating a papercut account following the steps below:

1. Visit[**print.londonmet.ac.uk**](https://print.londonmet.ac.uk/)

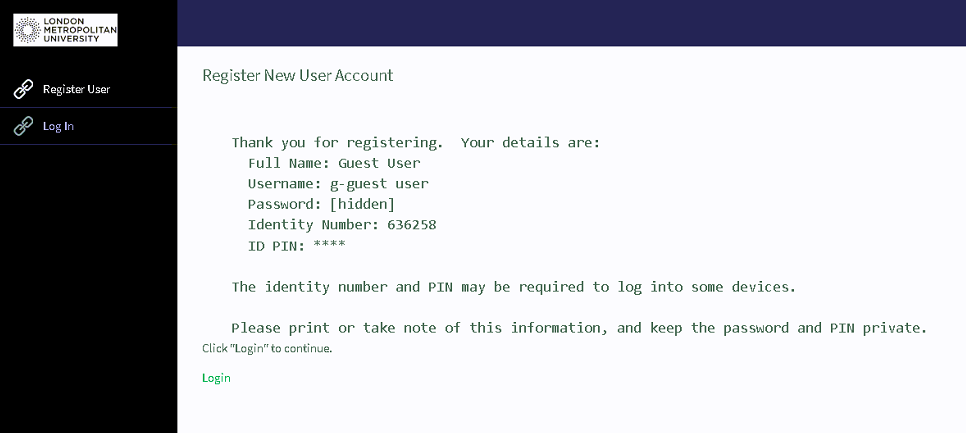
2. Click on **Register as a New User**



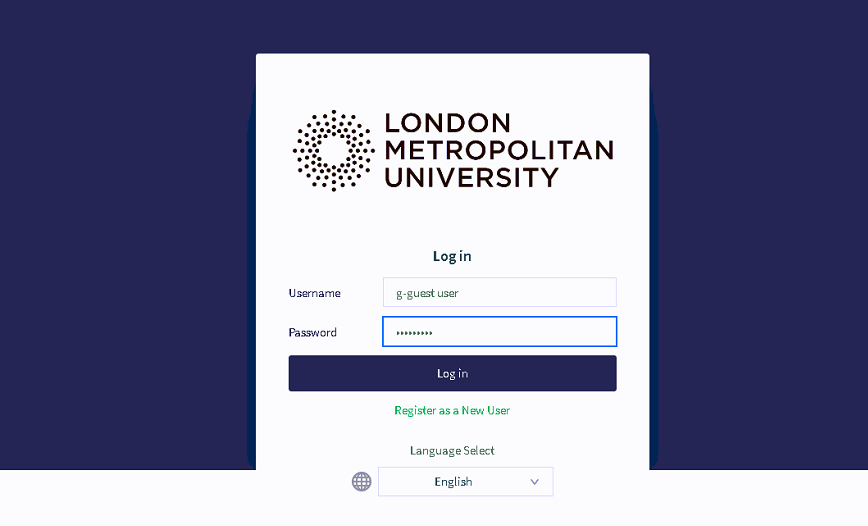
3. Type in your Full Name **– Personal Email Address – Username – Password – Verify Password**



4. Click on **Register** to complete Registration, Click **Login** upon Successful Registration



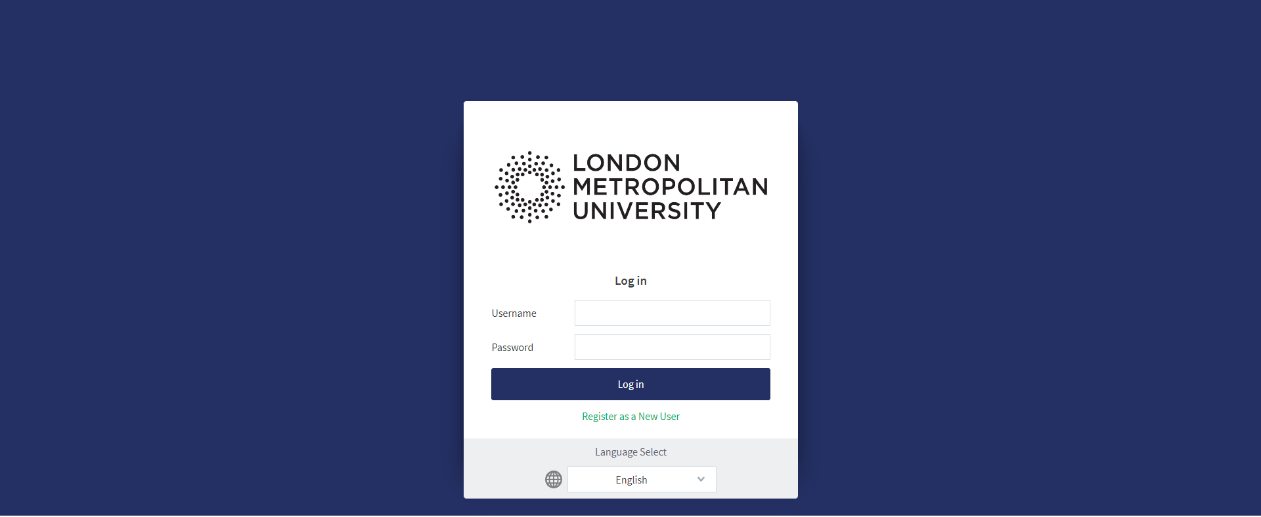
5. Enter the registered **Username and Password** and click **Login**



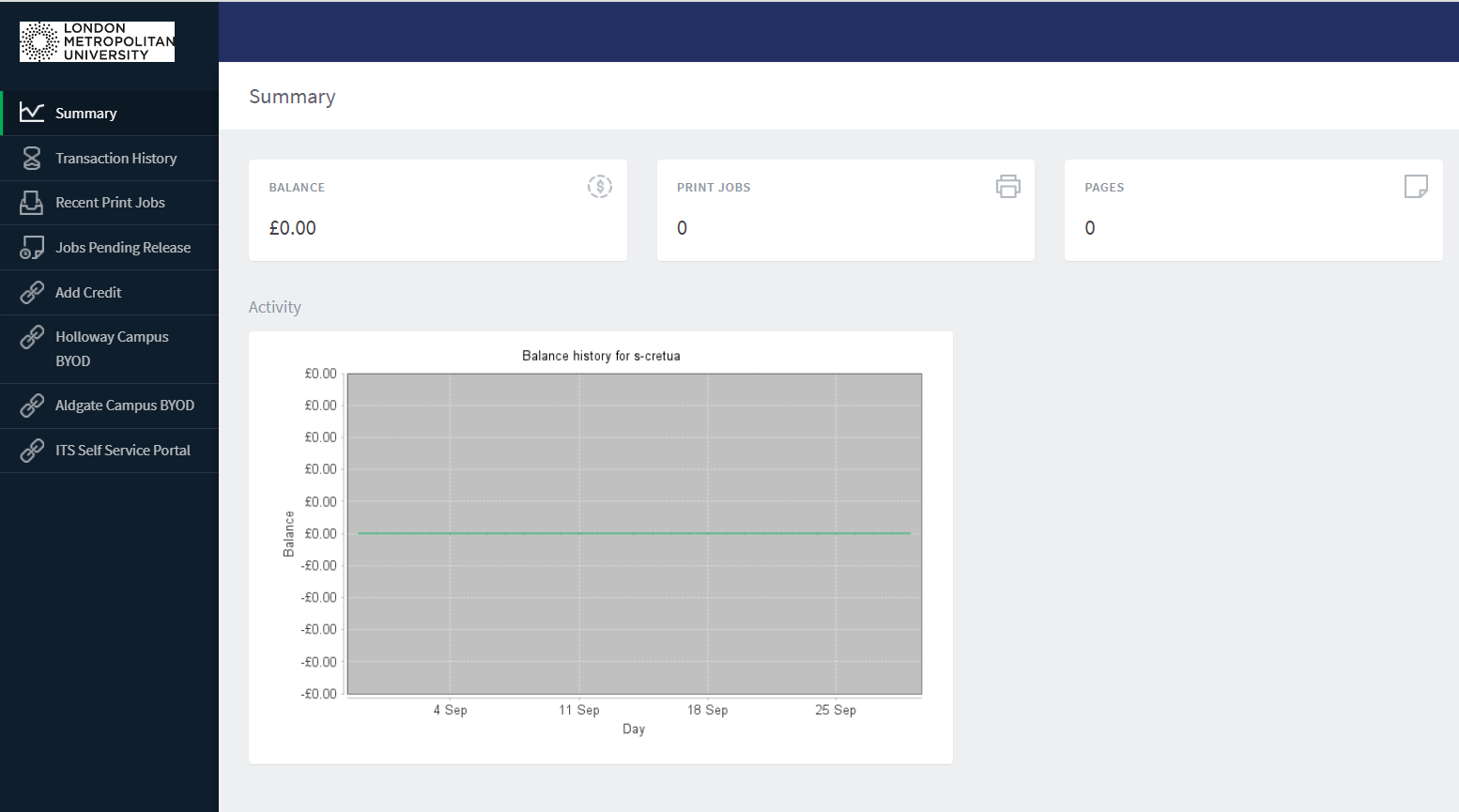
# 4. Top up your print credit

1.Visit[**print.londonmet.ac.uk**](https://print.londonmet.ac.uk/)

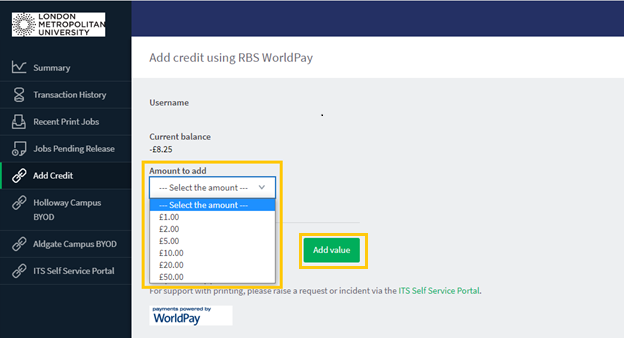
2. Enter your **username** and **password** then click **login**.



3. Once logged, the screen will display a summary of your printing account. Select the **“Add Credit”** option from the left-hand menu.



4. On the **“Add Credit”** screen, select from the drop-down button choose the amount you wish to add to your print credit account (£1, £2, £5,£10, £20, or £50).



5. Once you have selected the amount, press the **“Add value”** button.

6. Fill in your card details on the payment form and click **“Pay Now”.** You may then need to authenticate the payment with your bank.

7. After completing payment, a message will be displayed confirming that your printing credit has been added to your account.