Print from an Android device using a web browser

Use the **PaperCut** print service to print from your Android device when you're working on the move on campus, or working off campus. Then print your files from any networked MFD the next time you're on campus. All you need is a device with an internet connection, and your University log in details.

Note: These instructions are based on a device running Android 11.

What is the PaperCut service?

The PaperCut service allows you to send your files to a University print queue from your Android device via a simple web interface, without the need of a print driver.

Simply open your web browser, login to PaperCut, select your print options, and upload your files. Then next time you're on campus, log into any networked MFD and collect your print job(s) as normal.

Log in to PaperCut

1. Open your web browser.
2. Enter https://printmanage.abdn.ac.uk in the address bar.
3. On the PaperCut log in page, enter your University username (e.g. **s01jb18** or **u99jb19**) and password.
4. Select **Log in**.

Upload a file to print

1. From the navigation menu on the left, select **Web Print**, then select **Submit a Job.**
2. Under **Select a printer**, choose from the following print options:

    − Greyscale 2-sided
    − Colour 2-sided
    − Greyscale 1-sided
    − Colour 1-sided

    > When you to come to collect your printing, note that not all MFDs can print 2-sided and/or in colour. See IT Services Printing, Copying and Scanning for locations and functionality.

3. Under **Options**, enter the number of **Copies** you want to print, then select **Upload Documents**.
4. Under **Upload**, select **Upload from Computer**.
5. Browse to the file you want to print. You can upload files stored locally on your device, or stored in a cloud location such as OneDrive for Business.

    Once you have selected the file, select **Upload & Complete** at the foot of the page.

    > **Note**: Supported file formats are listed on the **Upload** screen, below the **Drag files here/Upload from computer** dialog.
    > There is a file size limit of **100MB**

6. If the upload was **successful**, you will see your file/s listed in the print queue. A table displays the status of your print job/s (you may notice the status changing from **Submitting…** to **Rendering Job…** as your file is processed), and other details such as cost and number of pages.

> **Note**: If the upload was **unsuccessful**, you will see an error message.
> You will either be prompted to try again or contact a system administrator:
>
> ❌ An error occurred while uploading. Please try again or contact a system administrator for assistance if the problem persists.
>
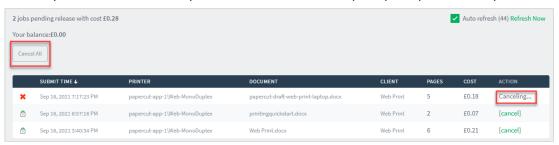> or you will be advised that the file type/s you uploaded are not supported:
>
> ❌ • German.csv is not a supported file type and was not printed.
> • September 2021 - Copy.accdb is not a supported file type and was not printed.

7. Once your file has been processed, its status will change to **Held in a queue**.

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Sep 16, 2021 7:17:13 PM	papercut-app-1\Web-MonoDuplex	papercut-draft-web-print-laptop.docx	5	£0.18	Held in a queue
Sep 16, 2021 6:57:08 PM	papercut-app-1\Web-MonoDuplex	printingquickstart.docx	2	£0.07	Held in a queue
Sep 16, 2021 3:40:25 PM	papercut-app-1\Web-MonoDuplex	Web Print.docx	6	£0.21	Held in a queue

8. If you change your mind and want to cancel a print job, select **Jobs Pending Release** from the navigation menu. On the Jobs Pending Release page, select **Cancel** next to the relevant file or select the **Cancel All** button to cancel all listed jobs.

   Note: If you choose Cancel All, you will see a confirmation prompt. Tap **OK** to accept.

2 jobs pending release with cost £0.28   ✔ Auto refresh (44) Refresh Now

Your balance:£0.00

Cancel All

	SUBMIT TIME ↓	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
✖	Sep 16, 2021 7:17:23 PM	papercut-app-1\Web-MonoDuplex	papercut-draft-web-print-laptop.docx	Web Print	5	£0.18	Canceling...
🔒	Sep 16, 2021 6:57:16 PM	papercut-app-1\Web-MonoDuplex	printingquickstart.docx	Web Print	2	£0.07	[cancel]
🔒	Sep 16, 2021 3:40:34 PM	papercut-app-1\Web-MonoDuplex	Web Print.docx	Web Print	6	£0.21	[cancel]

9. To view your print job history, select **Recent Print Jobs** from the navigation menu.

Recent Print Jobs

Filter on

DATE ↓	CHARGED TO	PRINTER	PAGES	COST	DOCUMENT NAME	ATTRIBS.	STATUS
Sep 16, 2021 7:33:54 PM	com091	papercut-app-1\Web-MonoDuplex	1	£0.04	Alert.docx	A4 (ISO_A4) Duplex: Yes ...	🖨 Cancelled 💲 Not Charged

Collecting your print job(s)

1. Log into a networked MFD when you are ready to print your file(s).

   > 💡 **Note:** If you want to print in colour and/or 2-sided, please make sure you use a MFD that has this capability. See IT Services Printing, Copying and Scanning for locations.

2. Select and print your file(s) as normal.

Further information and help

You'll find further guides on printing, copying and scanning – including Print charges and paying for printing – on our Toolkit Printing resource.

If you encounter any problems, please contact the IT Service Desk: myit.abdn.ac.uk.