

Remote printing via a web browser

Use the **PaperCut** print service to print from a personal 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.

What is the PaperCut service?

The PaperCut service allows you to send your files to a University print queue from your personal Mac or PC laptop via a simple web interface, without the need of a print driver.

- **Staff** working from home on **UoA owned/managed devices** can also use PaperCut to send files to a University print queue.
- **Students** can also **top up their print budget** using the Papercut service. See our separate [Print charges and paying for printing](#) guide.

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. PaperCut works on all web browsers.
2. Type <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. Click **Log in**.

Upload a file to print

1. From the navigation menu on the left, click **Web Print**, then click **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 come to collect your printing, note that not all MFDs 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 click **Upload Documents**.



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**



Note: Unfortunately, **it is not possible to specify a page range** when printing from the PaperCut service. You can only print an entire document. However, if you only need to print one or two pages, or a range of pages, there are workarounds. See [Appendix](#) on page 3.

- Once you have selected the file/s you want to print, click **Upload & Complete** at the foot of the page.
- 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.acdb is not a supported file type and was not printed.

- 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

- 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, click **Cancel** next to the relevant file. Or click the **Cancel All** button.

Note: If you choose Cancel All, you will be prompted to confirm you selection. Click **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

- 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)

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



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.

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

Further Information and Help

[Print charges and paying for printing](#)

– on our [Toolkit Printing resource](#). If you encounter any problems, please contact the IT Service Desk: <https://myit.abdn.ac.uk>.

Appendix: How to print a selected page range from PaperCut

Unfortunately, it is not possible to specify a page range from within the PaperCut service. You can only print an entire document.

However, if you only need to print one or two pages, or a range of pages, there *are* alternatives.

The first is to wait until you are on campus and print from a classroom PC where you can select the pages you want to print from your application's Print menu.

If this is not possible, you can create an edited version of your document and submit that from Web Print. Here's how – we've provided instructions for Windows and Mac.

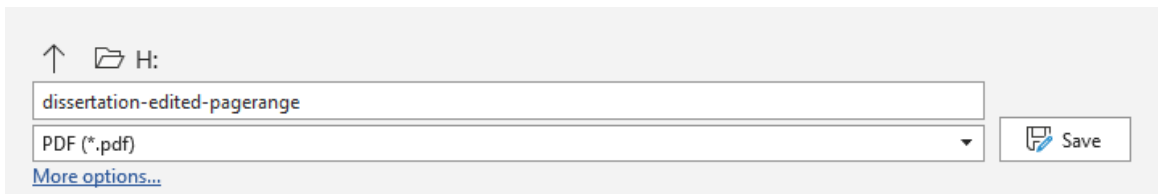
From a Windows device

Printing selected pages from a Microsoft Word document

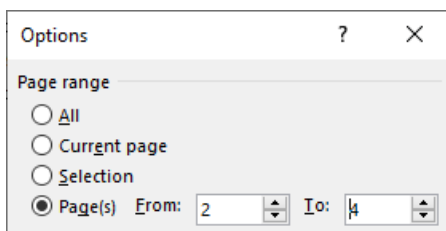
Using this method, you use Word to create a new, edited PDF version of your original document that comprises only the pages you want to print.

Note: These screenshots are taken from Windows 10. Other versions of Windows may be slightly different, but the process is broadly the same.

1. In Word, go to **File > Save As**
2. Select **PDF (*.pdf)** from the drop-down list of file type options
3. Change the **File name** as appropriate, to help you identify the new PDF you are creating
4. Click the **More options...** link



5. In the **Save As** dialog, notice where the PDF will be saved. Usually this is the same location as the original Word document. You can change this if you wish.
6. At the bottom of the **Save As** dialog, click the **Options...** button
7. In the **Options** dialog, click the **Page(s)** radio button and select the page range you want to print, e.g. From: 2 To: 4



Note. Please be aware that it is not possible to export multiple page ranges from Microsoft Word. If you have a long document and want to print more than one section from it – for example pages 1-5 and pages 14-17 of a 20 page document – you will have to complete these steps twice, once for each page range.

8. Click **OK** to exit the **Options** dialog
9. Click **Save** to create and save the PDF

-
10. The PDF generated will be saved to the same location as your original Word document. Open it and check that it contains only the pages you want to print.
 11. Login to Web Print and upload the edited PDF to your print queue
 12. Print from any MFD on campus in the usual way

Printing selected pages from a PDF document

Using this method, you create a new, edited version of your original PDF that comprises only the pages you want to print.

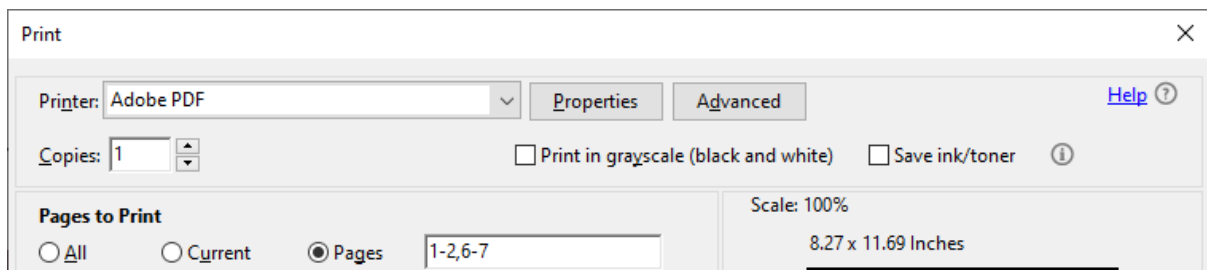
Note: These screenshots are taken from Windows 10. Other operating systems may be different, but the process is broadly the same.



You will need **Adobe Acrobat Reader DC** installed on your device. If you don't already have this application, you can download it – for **free** – from the Adobe website at www.adobe.com/uk/acrobat/pdf-reader.html

Make sure you download the free **Reader** and *not* Acrobat Pro DC!

1. Open your PDF in Acrobat Reader
2. Go to **File > Print**
3. At the top of the **Print** dialog, select **Adobe PDF** from the **Printer** drop-down options
4. Under **Pages to Print**, click the **Pages** radio button and enter the page range you would like to print, e.g. 5-7
If you want to print more than one page range, use a comma to separate the ranges, e.g. 1-2,6-7



5. Click **Print**
6. In the **Save PDF File As** dialog, choose a location for the new PDF or accept the default
7. Change the **File name** as appropriate, so that you don't overwrite your original PDF
8. Click **Save**
9. The new PDF should open automatically in a new Acrobat window/tab. If it doesn't, simply browse to the location you saved it to and open it from there
10. Check that the PDF contains only the pages you want to print
11. Login to Web Print and upload the edited PDF to your print queue
12. Print from any MFD on campus in the usual way

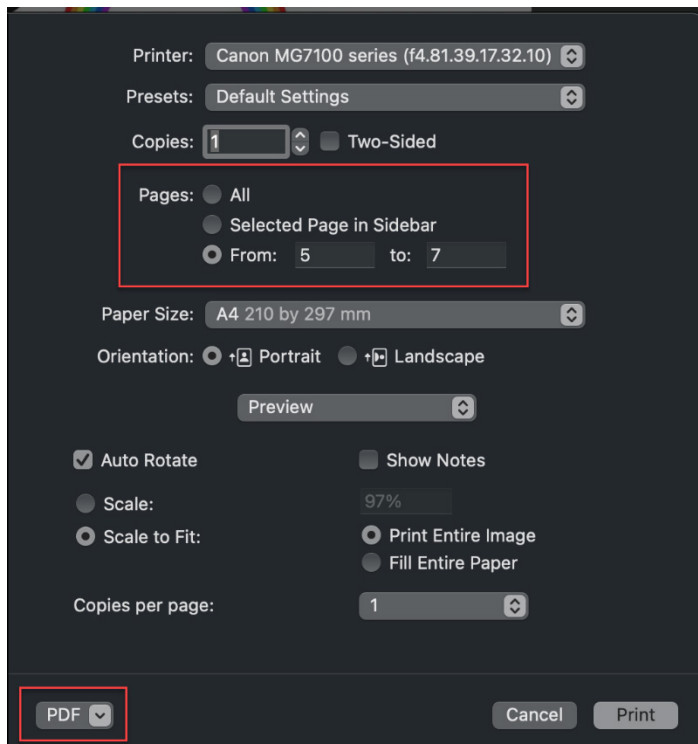
From a Mac device



Note: It is not possible to export a page range from Microsoft Word on a Mac.

You must first create a PDF of the entire document, either from **Word** (via **File > Save As > PDF**), or from **Finder** (via **Open With > Preview**, then from within Preview, via **File > Export as PDF...**).

1. Open your PDF in **Preview** – if it is not already open
2. Go to **File > Print**
3. In the **Pages** section, click the **From** radio button and enter the starting and ending page of the range you would like to print, e.g. 5 to 7



Note. Please be aware that it is not possible to export multiple page ranges from Preview. If you have a long document and want to print more than one section from it – for example pages 1-5 and pages 14-17 of a 20 page document – you will have to complete these steps twice, once for each page range.

4. Click **PDF** at the bottom of the dialog box and choose **Save as PDF**
5. Change the **File name** as appropriate, so that you don't overwrite your original PDF
6. Choose a location for the new PDF or accept the default
7. Click **Save**
8. Click **File > Open in Preview** to browse to the location you saved the file to and open it from there
9. Check that the PDF contains only the pages you want to print
10. Login to Web Print and upload the edited PDF to your print queue
11. Print from any MFD on campus in the usual way