

# Printing: From iOS using web browser

Use the **PaperCut** print service to print from your iOS 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 an iPad running iOS 14.8. The process for an iPhone is the same.

## What is the PaperCut service?

The PaperCut service allows you to send your files to a University print queue from your iOS 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 device and collect your print job(s) as normal.

## Log in to PaperCut

- Open your web browser.
- Enter <https://printmanage.abdn.ac.uk> in the address bar.
- On the PaperCut log in page, enter your University username (e.g. s09jb99 or u09jb99) and password.
- Select **Log in**.

## Upload a file to print

1. From the navigation menu on the left, select **Web Print**, then select **Submit a Job**.



### Using an iPhone? Don't see the navigation menu?

If you are working on an iPhone, you may be presented with a **Summary** page after logging into PaperCut. If so, scroll down to the foot of this page and click the **View in Desktop mode** link. You'll then see the main PaperCut interface and the navigation menu.

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 can print 2-sided and/or in colour. See [IT Services Printing, Copying and Scanning](#) for locations and functionality.

- Under **Options**, enter the number of **Copies** you want to print, then select **Upload Documents**.
- Under **Upload**, select **Upload from computer**.
- 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**

- 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.acbdb 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**.
- 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.

**Note:** If you choose Cancel All, you will see a confirmation prompt. Select **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	<span style="border: 1px solid red; padding: 2px;">Canceling...</span>
🏠 Sep 16, 2021 6:57:16 PM	papercut-app-1\Web-MonoDuplex	printingquickstart.docx	Web Print	2	£0.07	<span style="border: 1px solid red; padding: 2px;">[cancel]</span>
🏠 Sep 16, 2021 3:40:34 PM	papercut-app-1\Web-MonoDuplex	Web Print.docx	Web Print	6	£0.21	<span style="border: 1px solid red; padding: 2px;">[cancel]</span>

- 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	<span style="border: 1px solid red; padding: 2px;">papercut-app-1\Web-MonoDuplex</span>	1	£0.04	Alert.docx	A4 (ISO_A4) Duplex:Yes	<span style="border: 1px solid red; padding: 2px;">Cancelled Not Charged</span>

## Collecting your print job(s)

1. Log in to any device 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](http://myit.abdn.ac.uk).