**Middle Temple Library – Printing Guide (PaperCut)**

**This guide provides step-by-step instructions on how to print using Library PCs, your own devices via Web Print, Email to Print, and Mobility.**

**Printing from Library PCs**

**This method is for users working directly on a Library computer.**

**Steps:**

1. **When using a Library PC ensure to log into papercut account and check credit is available.**
2. **Open the document you wish to print and select Print.**
3. **Choose one of the following printers:**
	* **LibraryPrintColour – for colour printing**
	* **LibraryPrintMonochrome – for black & white printing**
4. **Proceed to the printer and release your print using your library card or login credentials.**

**BOD Method WiFi Access**

**Login to Inn Members and Guests**

**Password: w1rele55! OR scan QR Code**



**Web Print (From Your Own Device)**

**This method allows you to upload and print documents directly from your personal laptop or device.**

**Steps:**

1. **Go to the Web Print Portal:**[**https://mt-lib-01:9191/app?service=page/UserWebPrint**](https://mt-lib-01:9191/app?service=page/UserWebPrint)
2. **Log in using your library credentials.**
3. **Click Submit a Job.**
4. **Select one of the printers:**
	* **LibraryPrintColour**
	* **LibraryPrintMonochrome**
5. **Click Print Options and Account Selection.**
6. **Upload your document (PDF, DOCX, etc.).**
7. **Click Upload & Complete.**
8. **Collect your print job from the chosen printer.**

**Email to Print**

**You can email your document for printing and release it at the printer.**

**Steps:**

1. **Send your document from your registered email to one of the following:**
	* **Colour:** **LibraryPrintColour@middletemple.org.uk**
	* **Black & White:** **LibraryPrintMonochrome@middletemple.org.uk**
2. **A confirmation email will be sent once your print job is ready.**
3. **Go to the printer and release the job using your credentials.**

**Mobility Print (Mobile Phones, Tablets, Laptops)**

**This method allows you to print wirelessly from your own device.**

**Steps:**

1. **Connect your device to the Library Wi-Fi.**
2. **Visit the setup link To Download the Mobility Print app**
**Or scan the QR code provided below.**



1. **Follow the setup instructions to add the printer:**
	* **LibraryPrint**
2. **Open your document, select Print, choose the printer, and confirm the print job.**

 **5. IOS devices please use Safari with QR Code.**

**Managing Account**

**System administrators can access settings through the** [**Admin Console**](http://200.200.201.13:9191/app?service=page/Dashboard)**.**

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