Go to: enterhostURLhere

*Please clean the printers and sanitise hands after use
If you are using a university managed windows PC the new printer queues will automatically be downloaded.

To use your own device you may need to set things up first.

Visit IT-Services web pages for instructions, or go to the print portal https://printaccount.shef.ac.uk/ and log in.

(you must be connected to the network or using a VPN if off campus)

1. Select your operating system from the list
   you will be directed to the correct instructions

2. Follow the installation Instructions on this page
   This will install the two new print queues
   University_BW
   University_Colour
   Once completed you can print to the new HP printers
Submitting a print via webprint or by e-mail

You can submit a job for printing via webprint or by e-mail, allowing you to use the printers without installing the printer driver.

1. Log onto the web portal and sign in
   https://printaccount.shef.ac.uk/

   On the left select web print from the menu

2. Press the green “submit a job button”

   Follow the onscreen instructions to upload your document

3. Release your print job at your chosen printer as usual.

4. To submit a print via email simply send your document as an attachment to university-bw@sheffield.ac.uk or university-colour@sheffield.ac.uk

   It will be sent to your secure print queue ready for release at your chosen printer
Go to the print portal [https://printaccount.shef.ac.uk](https://printaccount.shef.ac.uk)

### Android Phones

1. Select Android from the left side.
2. Follow the onscreen instructions.
3. To print select a printer that has the papercut icon next to it.
4. The print job will be sent to your Print queue for release at your chosen printer.

### iPhones/iPads

1. Select Apple IOS on the left hand side
2. Follow the onscreen instructions. (You will need to use safari)
3. To print select a printer that has the papercut icon next to it
4. The print job will be sent to your print Queue for release at your chosen printer
Standard Printing

To print a document you need to select the correct queue from the driver list. The printing preferences are default to the following:

- Duplex (Double sided printing).
- Black and White (Greyscale).

1. In order to change these settings please follow the instructions below:

   Select **File > Print** from the Menu
   Choose either University-BW or University-Colour
   Select **Printer Properties** Below the Printer name.

2. Select from the print properties
   - Paper Size
   - Paper Source
   - Pages per Sheet
   - Print on both sides
   - Paper Type

3. Select Output then your required staple option.

   Devices with this option can be found in the libraries.
Adding credit & viewing recent transactions

Go to the print portal [https://printaccount.shef.ac.uk](https://printaccount.shef.ac.uk) and log in

You can view
- Transaction history
- Recent jobs
- Pending jobs
- Your balance

Adding credit to your account
**Releasing print jobs**

1. Go to any of the Printers using the Papercut solution. Swipe your card in the magnetic stripe reader to log in.

2. Select Print Release.

3. Select from the listed print jobs. Select all jobs to print all jobs listed within print queue.

4. Select Delete job or Print..

When finished remember to tap sign out.
Scan to My Email/Google drive

1. Go to any of the Printers using the Papercut solution. Swipe your card in the magnetic stripe reader to log in.

2. Select Scan. Choose from scan to email or google drive.

3. Select Start, documents will be automatically scanned to your email inbox or to your google drive.

4. Select Change settings to amend the default scan settings.

<table>
<thead>
<tr>
<th>Duplex mode</th>
<th>1-sided</th>
<th>2-sided</th>
<th>File type</th>
<th>PDF</th>
<th>TIFF</th>
<th>JPEG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>Portrait</td>
<td>Landscape</td>
<td>DPI</td>
<td>200</td>
<td>300</td>
<td>400</td>
</tr>
<tr>
<td>Paper size</td>
<td>A3</td>
<td>A4</td>
<td>A5</td>
<td>Color</td>
<td>Grayscale</td>
<td>B&amp;W</td>
</tr>
</tbody>
</table>

Color mode / File type
- Color PDF

Paper size / Orientation
- A4 Portrait
- DPI 300 DPI
1. Go to any of the Printers using the Papercut solution.

   Swipe your card in the magnetic stripe reader to log in.

2. Select Copy.

3. Load the document feeder and press Copy.

   Default settings:
   - Black/Grey
   - Copy single side pages

4. Select Options for more copy functions.

5. Select the required quantity then Copy.
1. Select Accessibility from the Home Screen.

- High contrast will adjust screen brightness
- Invert colours will adjust the background to black
- Screen zoom will increase the size of the content displayed on screen
Messages are indicated by a yellow warning triangle or a red circle which are displayed at the top of the screen.

The auto navigation feature assists in clearing jams by providing step by step instructions on the control panel.

When you complete a step, the printer displays instructions for the next step until you have completed all steps in the procedure.

NB If you have released a print job at the printer and it has failed to Print due to an error ie paper jam, the job will be cancelled after 2 minutes has elapsed.
1. Open the tray.

2. Adjust the paper guides to the required size.

3. Load paper in the tray. Make sure that the paper sits under the fill line.

4. Close the tray.
IMPORTANT! Labels must be loaded within Tray 1 Multi Purpose Tray

1 Open tray 1 (Multi Purpose Tray).

2 Undo the paper guides.

3 Load paper in the tray. Ensure the guides are closed to the papers edge.

4 Load paper FACE DOWN for 1 – sided printing. Load paper FACE UP for 2 – sided printing.
1 A message will be displayed to install a new printer cartridge.

2 Pull down the front cover, pull the handle to unlatch the cartridge and remove from the printer.

3 Remove the cartridge from the packaging and insert the new cartridge into the printer.

4 Pull up the front cover to close.
A message will be display to install a new printer cartridge.

1. Open the front cover, pull the handle to unlatch the cartridge and remove from the printer.

2. Hold the cartridge vertically with the blue cross handle face down.

3. Shake the cartridge 5/6 times

4. Remove the packaging, hold the cartridge at a 45 degree angle turn the blue cross handle to remove to from the cartridge.

5. Insert the cartridge fully and close The front door
Replacing Staples – Inner Finisher

1. Open the inner finisher front door.

2. Remove the empty staple cartridge carriage.

3. Lift up to remove the empty staple cartridge.

4. Insert the new staple cartridge into the carriage.

5. Insert the staple cartridge carriage into the printer.

6. Close the finisher front door.
Need More Help? Contact the IT Helpdesk.

For Training Support Email:

unisheffieldtraining@apogeecorp.com

https://printaccount.shef.ac.uk/