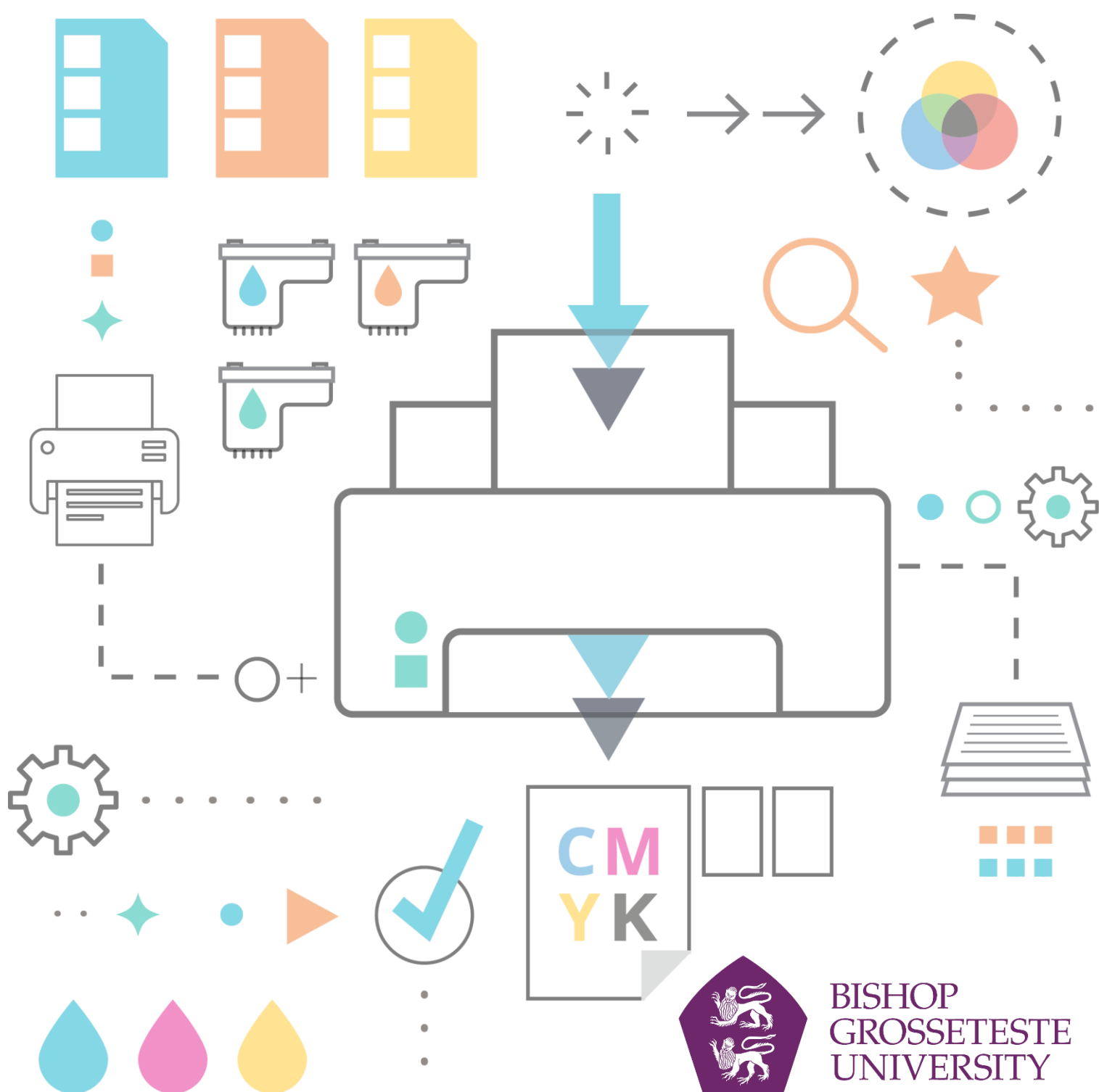


How to Print, Scan and Photocopy at BGU

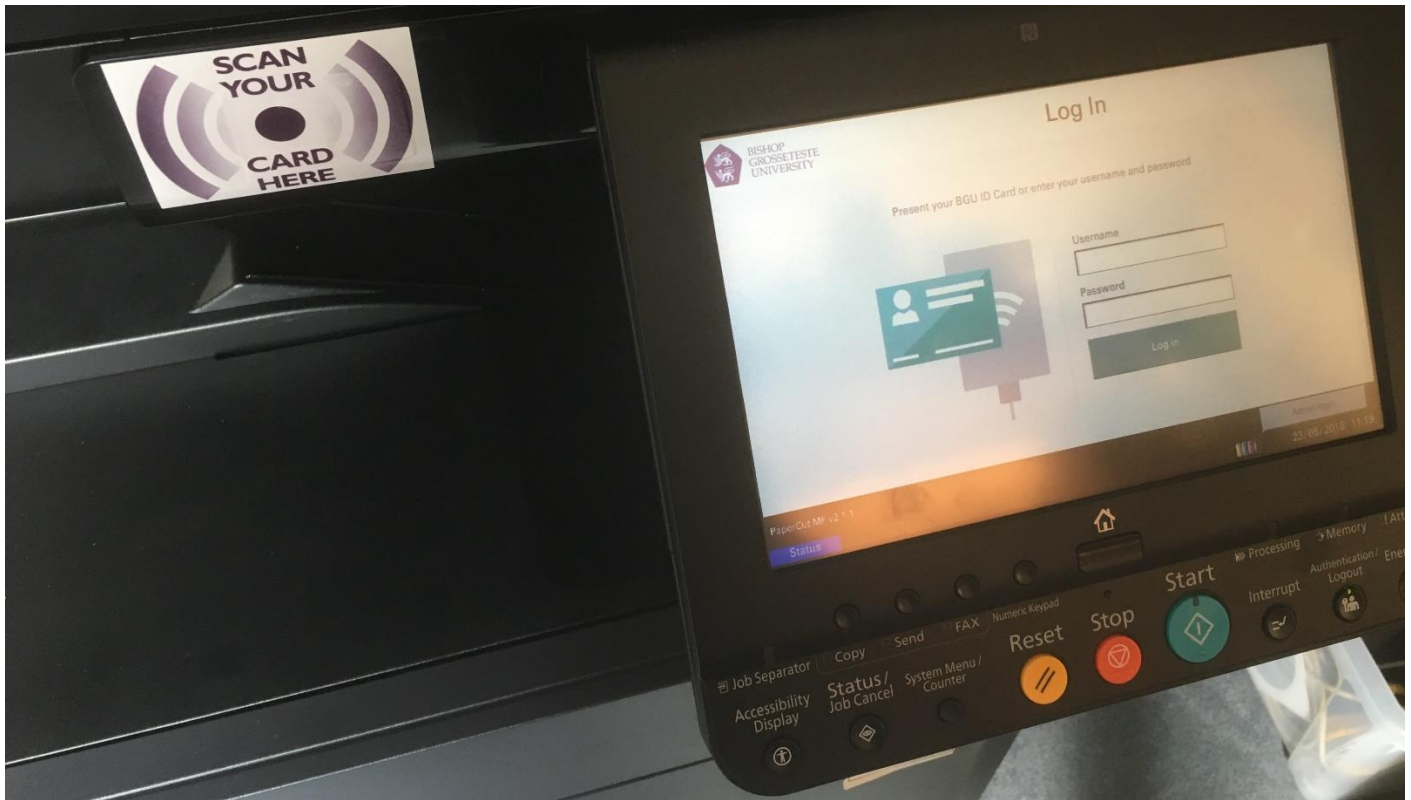
BGU offers printing all around campus. You can print from any BGU computer or even your own laptop or phone. Please read this guide to get started!



BISHOP
GROSSETESTE
UNIVERSITY

Register your BGU ID Card to get started!

When you first visit a BGU Printer you will be presented with the following screen:



*If the printer is asleep you can press the **Start** button to wake it up.*

1. Press / Hold your BGU ID card over the **SCAN YOUR CARD HERE** area until you hear a beep.

You will then be presented with a message saying the “Card is not recognised, please enter your username and password to associate the card with your account”.

2. Tap the **Username** box, type your username, and then tap **OK**.

If you are a student, your username is your B Number!

3. Tap the **Password** box, type your password, and then tap **OK**.

Remember that passwords are case sensitive!

4. Once both boxes are filled out, tap the **Set** button. You should then see the message “Your card has now been associated”. If it didn’t work, please check your username and password.

If the message persists after several attempts then please visit the Reprographics Department.

How do I release print jobs from the BGU Printers?

Once you have sent some documents to print, visit any BGU Printer and Press / Hold your BGU ID card over the **SCAN YOUR CARD HERE** to be automatically logged in.

- To easily print all the documents in your queue, simply tap **Print All**.
- Alternatively you can tap **Print Release** and chose which documents to print or delete.

In the next few sections we’ll go over how to send documents to your print queue from different devices...

How do I print from a BGU Computer?

Once you are logged on to a BGU computer, you'll be able to print to any of the printers we have around campus. If you are a student, the best place to print is the library in the Cornerstone Building, just find a computer and log on. Most applications you'll use on your computer will have some form of a Print button. Here's how to do it in Microsoft Word...

1. Select **File**
2. Select **Print**
3. Select the **BGU_Staff** or **BGU_Student** Printer

(If you're a staff member, your department may have a unique printer that only they can print too. Please see IT Services to get that printer added to your list of available printers)

Optional: If you want to change any advanced printing options, click **Printer Properties** just under where you selected the printer. Here you can tweak options such as Duplex (Double sided printing), Paper size, and much more. Click **OK** once done.

4. You can now select between various options such as – only printing particular pages, number of copies, or printing on both or single sides.
5. Once you have chosen your selected options, Click the **Print** button in the top left.

Would you rather print from your own Laptop?

Rather than transferring files around between devices, it might be sometimes easier to print directly from your personal laptop. Click onto your Internet Browser and head to...



<https://myprint.bishopg.ac.uk>

Login with your BGU username and password.

Student username example: 1234567

Staff username example: fbloggs

1. Click **Web Print** in the left hand menu, and then click **Submit a Job**.
2. Click **Webprint Colour** for colour prints, or **Webprint Mono** for mono prints. Then Click **Print Options and Account Selection** to proceed.
3. Type how many copies you need and then click **Upload Documents**.
4. Either drag a file on to the **Drag files here** or click **Upload from computer**. This can be done multiple times if you need to print multiple files. Once finished, click **Upload & Complete**.
5. Head to your nearest BGU Printer (the Cornerstone Building has several) and use your BGU ID card to login and print.

Want to print from your Android phone or tablet?

Many Android apps allow for you to print, but first you need to set it up. Make sure your Android is connected to BGU Wi-Fi before continuing (See our Android Guide).



1. Install the **Mobility Print** app. Just search for **Mobility Print** in the **Google Play store**.

2. Once it's finished installing, open **Mobility Print** from your home screen.

3. Tap **Android Settings** and then tap **Printing**.

4. Tap the **Mobility Print** Printer and switch it on if it isn't already.

The way you print is different depending on the app you want to print from. When you select a printer, make sure you select the right one...

WebPrint Mono / WebPrint Colour

Remember that printing in Colour costs a bit more.

or WebPrint Mono Duplex / WebPrint Colour Duplex

Selecting a Duplex option will print double sided.

You will eventually be asked for your BGU Username and Password.

If you are a student, your username is your student number!

Want to print from your iPhone or iPad?

iOS devices support a technology called **AirPrint**. This allows you to print directly from your phone or iPad wirelessly! If given the option to print from an App, choose **AirPrint** and choose your printer. Make sure your iPhone or iPad is connected to BGU Wi-Fi before continuing (See our iPhone Guide).



In the example below, we are going to use the Microsoft Word App...

1. Tap the Menu/File button, then Tap **Print**, then Tap **AirPrint**, and then Tap **Printer**.

2. You should see a list of AirPrint printers. Select either...

WebPrint Mono / WebPrint Colour

Remember that printing in Colour costs a bit more.

or WebPrint Mono Duplex / WebPrint Colour Duplex

Selecting a Duplex option will print double sided.

5. Tap **Print** (in the top right corner).

6. If it asks you to log in, please use your BGU username and password.

If you are a student, your username is your student number!

Visit the Print Portal to top up your print credit, view your previous print jobs, and much more...

Topping up your print credit along with other printing related functions is all done online from the Print Portal. Click onto your Internet Browser and head to...

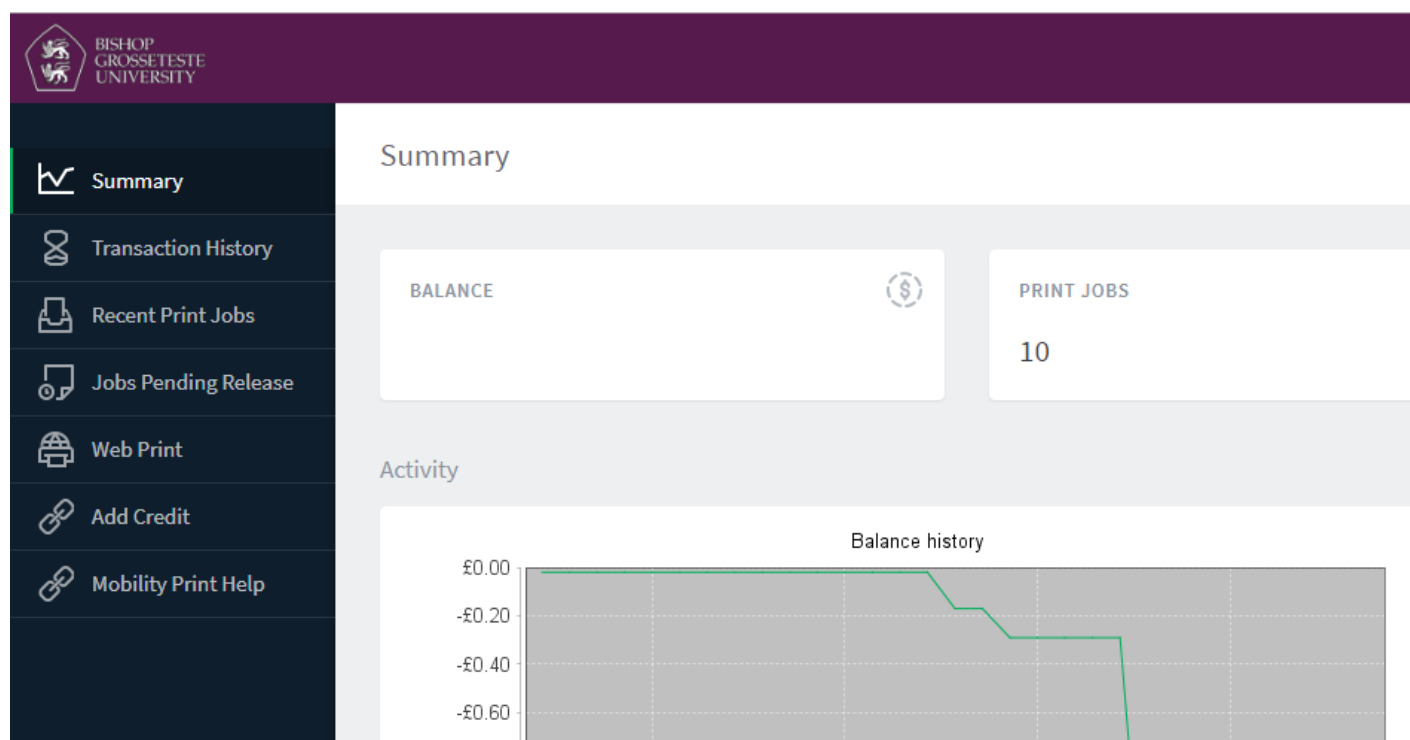


<https://myprint.bishopg.ac.uk>

Login with your BGU username and password if asked.

Student username example: 1234567

Staff username example: fbloggs



Summary: This is shown in the above picture. Here you'll be able to see at a glance your balance, amount of print jobs, and how many pages you've printed.

Transaction History: Here you'll be able to see money going in and money going out of your printing account.

Recent Print Jobs: Here you'll see all your recent print jobs, including ones you previously decided not to print out. This is a good way to look at the cost of previous types of print jobs.

Jobs Pending Release: Here you'll be able to see all the print jobs you have ready to go. These could have come from a BGU Computer, your own laptop, or even your phone. Visit a BGU printer to release these.

Web Print: Here you can upload your documents to print as described in an earlier section of this guide.

Add Credit: Here is where you can add credit to your printing account. Select the amount to top up by and click **Add value**. Then follow the instructions provided by **WorldPay** to process your debit/credit card.

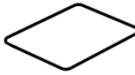
If you get stuck you can pay cash to top up at the library desk in the Cornerstone Building on campus.

How do I Scan documents?

Visit any BGU Printer and Press / Hold your BGU ID card over the **SCAN YOUR CARD HERE** to be automatically logged in. Once you can see the main menu, tap the **Scan** button.



If you have multiple sheets (all the same size) you can put them all in the tray at the top of the Printer. Make sure there are no folds, creases or staples etc.



If you are wanting to scan just a single sheet – good for books or magazines, then lift up the top of the Printer to reveal the scanner and place your documents face down.

1. From the Scan Menu, either select **Scan to my Email** or **OneDrive**.

Scanning to your email may be more convenient but remember that scanning anything more than a few sheets may fail due to the file size restrictions on Emails.

2. On the next screen, you can change the scan filename if you wish and adjust your scan **settings**. Here you can change the DPI (to increase quality), or change between 1 sided and 2 sided mode, amongst other things.

3. Once you are happy with your settings, tap **Start**.



If you chose **Scan to my Email** you should receive an Email with you scan in the next few minutes. If you have set up Outlook on your phone you might even get a notification.



If you chose **OneDrive**, You'll firstly need to authorize papercut to save the scan in your OneDrive.

1. Look out for an email from **PaperCut** and click the link...

Login to OneDrive for Business.

2. You'll then be shown the following once signing in. Simply click the **Yes** button.

Once authorized you won't need to do these step again.

To find your scan, head over to the BGU portal and click the **OneDrive** tile to find your scan. It will be in a folder called **Apps** and then **Scans for PaperCut MF**.

You can also get the **OneDrive** app for your phone or tablet, just search for it in the app store.



Let this app access your info?

scan.papercut.com

Scans for PaperCut MF needs your permission to:



Access OneDrive files

Scans for PaperCut MF will be able to open and edit OneDrive files, including files shared with you.



Access your info anytime

Scans for PaperCut MF will be able to see and update your info, even when you're not using this app.

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. **The publisher has not provided links to their terms for you to review.** You can change these permissions at <https://microsoft.com/consent>. [Show details](#)

No

Yes



Did you know?

The **OneDrive** app for your phone has a great scanning feature using your phone's camera. It's great for those times you need to do a quick and easy scan.

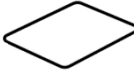
Download the **OneDrive** app to get started.

How do I photocopy documents?

Visit any BGU Printer and Press / Hold your BGU ID card over the **SCAN YOUR CARD HERE** to be automatically logged in. Once you can see the main menu, tap the **Device Functions** button.



If you have multiple paper sheets (all the same size) you can put them all in the tray at the top of the Printer. Make sure there are no folds, creases or staples etc.



If you are wanting to scan just a single sheet – good for books or magazines, then lift up the top of the Printer to reveal the scanner and place your documents face down.

There are many advanced features you can perform when photocopying. For a more detailed explanation please visit the Reprographics department.

Here are 2 common options to get you started though...

1. Tap the **Color Selection** button to select between black & White and Colour
2. Tap the **Duplex** button and select the appropriate option if your documents are double sided, or if you want to combine single sheets in to double sided to save money and paper.
3. Once you are happy with your settings, press the green **Start** button (found below the screen).

Contact us for IT help!

call 01522 583666

email ithelp@bishopg.ac.uk

Contact us for Digital Print Services!

Reprographics offer a number of services such as...

- + Printing
- + Laminating
- + Dissertation Binding
- + Poster Printing
- + Wide Format Printing
- + Point of Sale
- + Garment Printing

Please contact us for further info...

call 01522 583665 / 01522 583713

email reprographics@bishopg.ac.uk

Please come and introduce yourself to the Reprographics team
+ Room 15, Skinner building