

Papercut.bangor.ac.uk

Bangor Universities Onestop Print Portal




PRIFYSGOL
BANGOR
UNIVERSITY

Croeso i wasanaeth argraffu Prifysgol Bangor. Mewngofnodwch gyda'ch enw defnyddiwr a'ch cyfrinair prifysgol i: weld eich balans a'ch eitemau argraffu; argraffu o'ch dyfais eich hun; neu brynu credydau argraffu.

Welcome to Bangor University's printing service. Please login with your university username and password to: view your balance and recent jobs; print from your own device; or purchase printer credits.

Username

Password

Staff & Student User Guide

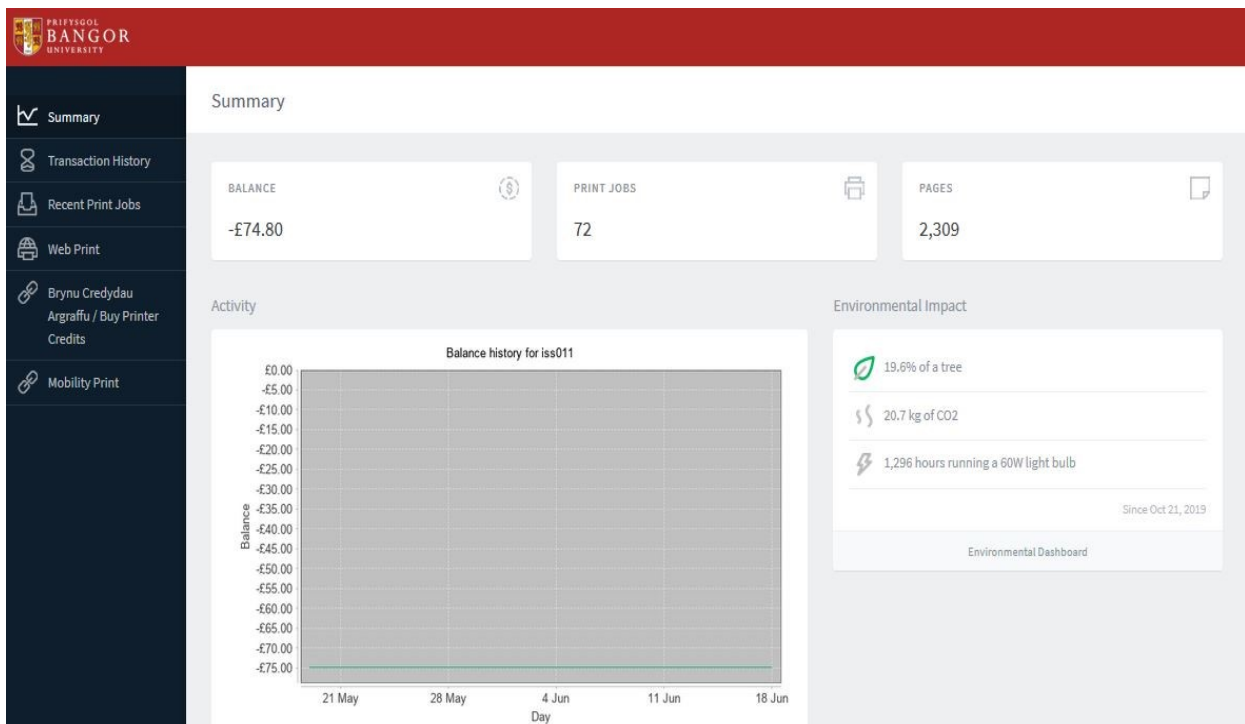
helpdesk@bangor.ac.uk

01248 388111

papercut.bangor.ac.uk is Bangor Universities onestop location for you to buy printer credits, check your print & transaction history, ask for a refund, quickly upload jpg or pdf documents to print and with Bangor Mobility Print your can easily set up your own mobile device to print to the Sharp MFP's in the University.

Once you have logged into papercut.bangor.ac.uk with your University user name and password, you will then see your account summary dashboard. You can then select one of the options on the left side.

Summary :- This gives you basic information such as your balance, environmental impact of your printing, total pages printed and how many jobs.



Brynu Credydau Argraffau / Buy Printer Credits is how you top up your printer credits. Simply change the amount to the required value, £1.00, £3.00, £5.00, £10.00 or £20.00 then click submit. You will then be redirected to our Secure Trading online payment portal. Enter your card details and click Pay Securely. Once the payment has gone through, you can check your balance on the summary page or the transaction on the transaction page.



Add Payment

University Username

Add Amount

PAYMENTS SECURED BY
secure // trading

Amount: £1.00 GBP
Order reference: aXNzMDEX_18620201667_1.00
Merchant name: Bangor University

Select a logo to choose a different payment method

Payment Details

Mastercard Verified by VISA SecureCode

Card number *

Expiry date *

Security code *

Name on card

* Indicates a required field

Transaction shows your transactions such as printer credit purchases, refunds and jobs your have been charged for. If you click printer usage (in green) it will show you the printer, document name, how many pages , cost and if it was colour or B/W.

Manual Adjustment is a printer credit.

Transaction History

Filter on

TRANSACTION DATE	TRANSACTIONED BY	AMOUNT	BALANCE AFTER	TRANSACTION TYPE	COMMENT
Jun 18, 2020 5:40:29 PM	[system] (api)	£1.00	-£73.80	Manual adjustment	securetrade Payment Ref No ::
Jun 12, 2020 4:39:59 PM	[system] (print)	-£0.05	-£74.80	Printer Usage	

Export/Print

Recent Print Jobs shows your recent print and copy history. It shows if the job was printed or if it was auto cancelled after 20 hours. If the job was printed your can request a full or partial refund by selecting request refund. Simply give a reason and click send, IT support will then investigate your request and respond accordingly.

Recent Print Jobs

Filter off

DATE	CHARGED TO	PRINTER	PAGES	COST	DOCUMENT NAME	ATTRBS.	STATUS
Oct 30, 2019 3:40:09 PM	ias011	papercut-001 Sharp	1 (Color: 1)	£0.25	Full page photo	A4 (ISO_A4) Duplex: Yes	Cancelled Not Charged
Oct 30, 2019 3:28:25 PM	ias011	papercut-001 Sharp-A3-137834	1 (Color: 1)	£0.25	Full page photo	A4 (ISO_A4) Duplex: Yes	Printed request refund
Oct 30, 2019 3:28:16 PM	ias011	papercut-001 Sharp-A3-218761	1 (Color: 1)	£0.25	Full page photo	A4 (ISO_A4) Duplex: Yes	Printed request refund

Web Print is a simple driverless way of uploading pdf's or jpg's from any device, anywhere. The documents will be waiting for you at the nearest Sharp printer in full colour and single sided, however you can change them to B/W or double sided at the device before you print them. We keep your documents for 20 hours before deleting them. You only get charged if you print them.

Simply Click—Submit job—Change Copies then click upload documents. Select your pdf's or jpg's then select upload and complete.

The screenshot shows the 'Web Print' page on the Prifysgol Bangor University website. The left sidebar contains navigation options: Summary, Transaction History, Recent Print Jobs, Web Print (selected), Brynu Credydau Argraffu / Buy Printer Credits, and Mobility Print. The main content area has a 'Submit a Job' button and a table with the following columns: SUBMIT TIME, PRINTER, DOCUMENT NAME, PAGES, COST, and STATUS. The table is currently empty, displaying 'No active jobs'.

The screenshot shows the 'Upload' step of the Web Print process. The left sidebar is the same as in the previous screenshot. The main content area has a progress indicator at the top right showing '1. Printer', '2. Options', and '3. Upload' (selected). Below the progress indicator, there is an 'Upload' section with the text 'Select documents to upload and print'. A file named 'Papercut Webp...' (33.8 KB) is shown as a thumbnail. Below the thumbnail is a dashed box with the text 'Drag files here' and an 'Upload from computer' button. At the bottom of the main content area, there is a '< 2. Print Options' button and an 'Upload & Complete >' button. A note at the bottom states: 'The following file types are allowed: PDF pdf Picture Files bmp, dib, gif, jif, jif, jpe, jpeg, jpg, png, tiff, tiff'.

The screenshot shows the 'Web Print' page after a job has been submitted. The left sidebar is the same as in the previous screenshots. The main content area has a 'Submit a Job' button and a table with the following columns: SUBMIT TIME, PRINTER, DOCUMENT NAME, PAGES, COST, and STATUS. The table contains one row of data:

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Jun 18, 2020 4:04:25 PM	papercut-001\Sharp - WebPrint	PapercutWebprint 2.JPG	1	£0.25	Held in a queue

Mobility Print. If you are using one of the Universities computers or laptops whilst on campus then you can print by simply printing normally and choosing the “Sharp on Papercut” printer.

If you are using your own laptop or mobile device then you can easily set up a printer queue using the Mobility Print option. Choose Mobility Print and you will be redirected to the correct download page for your device. Click download. Once the file has been downloaded, run it and follow the instructions. You can then print using the printer called “Sharp [Argraffau Prifysgol - Bangor University Printing](Mobility). Your documents will be printed in colour and single sided but can either change then to B&W and double sided, in the driver settings or later at the printer. We keep the documents for 20 hours then they are deleted.

Below is an example of the Windows set up but other options for Apple, IOS and Android are available.

