



INSTRUCTIONS FOR RECEIVING YOUR P.I.N. FOR PRINTING &/OR PHOTOCOPYING

Click on the following Link <http://cmapp01:9191> (whilst holding the ctrl button on keyboard)

Or **Type** the Address / Copy & Paste **link into Address Bar** (or use Short Cut on the Teacher Shared under Printing & Photocopying. **Do Not** Google the Address or use a Search Engine. **Must use** the Address Bar.

Log In to the Kilkenny-Carlow ETB page using your Coláiste Mhuire Username & Password

If you are a new member of staff, speak to Mr John Dunne about gaining this credentials (*image #1 below*)



Once logged in, click the **Show / Hide button** (*image #2 below left*) to Reveal / Con

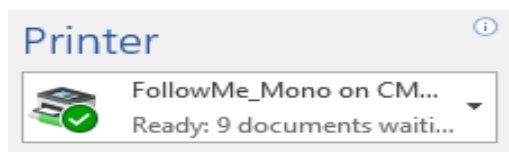
Please record this into your Phone / Diary for ease of access thereafter.

CARD/ID

[show]

When Printing a document in Word, PowerPoint, Email *etc* **Select the Printer**

"FOLLOW_ME_MONO"



:::: Welcome to PaperCut ::::
To Login enter your domain account (user name and password)

Username

Password

Language

Your Document is now spooling in a queue (like the 9 documents above) & available for up to 3 hours.

To Collect Your Documents from the Printer / Photocopier, simply Press **"START"** & **Enter your 6 Digit PIN** via the Keypad or Log In Screen on the device. (Rooms 5, 11, 15 & 26 or Staffroom & Office).

Press the **Down Arrow** ▾ beside **"PIN"** & Select **"PaperCut Authentication"** This will greet you by your Username on our server e.g. Mary Ryan = *mryan* (staff) or a 1st year student named Michael Ryan = *mryan18*

Choose the **PRINT RELEASE** option, as opposed to COPY (for Photocopying).

A list of **Active Print Jobs** will appear with the option of Printing individually by Selecting one & Clicking the arrow next to it.



There is a **"Print All"** Button on the bottom of the Screen which releases All your documents.

Should you have any difficulties in any of the above please contact a member of Staff in your Subject Department who has successfully completed the above process or a member of the **IT Support Team** (Mr Dunne, Ms Áine Monahan, Ms Michelle Harrahill or Mr Fergal Challoner).