Using the NCAD Print Portal (only available on campus)

 In your web browser go to <u>https://print.ncad.ie</u> and enter your WiFi/Workvivo/MyNCAD username and password and click Log In



2) Once logged in select "Web Print" on the bottom left (2a) and then click on "Submit a Job" (2b)



3) Next select whether you want A4 colour or grey scale and/or duplex (3a) (please note A3 options will be coming soon)
Next select "Print options and Account Selection" (3b)

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└─_ Summary	Web Print		1. Printer 2. Options 3. Upload
③ Rates	Select a printer:		
C Transfers		3a	
Transaction History			
Recent Print Jobs		LOCATION/DEPARTMENT	
Jobs Pending Release	ncad-print01\Follow_Me_Colour_(Virtual)		
Heb Print	ncad-print01\Follow_Me_Mono (virtual)		
	ncad-print01\Follow_Me_Mono_Duplex (virtual)		
		3b	
	« Back to Active Jobs		2. Print Options and Account Selection »

4) Select number of copies (4a) and click on "Upload Documents" (4b)

PaperCut [®]			
🗠 Summary	Web Print	4a	1. Printer 2. Options 3. Upload
(\$) Rates	Ontions	Copies	
∕, Transfers	options	1	
Transaction History			4b
Recent Print Jobs			
Jobs Pending Release	« 1. Printer Selection		3. Upload Documents »
🐣 Web Print			

5) Upload the files you wish to print (5a)Please note the file types that you can upload (5b)Click on "Upload & Complete" when finished (5c)

PaperCut					
₩ Summary	Web Print			1. Printer	2. Options 3. Upload
③ Rates X ⁺ Transfers S Transaction History ④ Recent Print Jobs ⑤ Jobs Pending Release	Upload Select documents to upload and print	ad locuments to upload and print	5a	Drag files here Upload from computer]
鲁 Web Print	* 2. Print Options		The following file types are allo PowerPoint pot, potn, potn, po docx, dot, dotm, doox, rtf, bt PC xps	wed. Microsoft Excel xlam, xls. xlsb, am, psy, ppam, psax, ppt, pptm, pp P pdf Picture Files bmp, dib, glf, fift	xlom, xlor, alter, alter Microsoft ex Microsoft Word doc, docm, jif, jpe, jpeg, jpg, png, tif, tiff XPS Upload & Complete >

6) Always remember to logout of the portal by clicking on your username on the top right and selecting "Log Out"

Please check out the following web link for more up to date information:

- for Staff (https://www.ncad.ie/staff/on-campus-printing/)
- for Students (https://www.ncad.ie/students/it-support2/on-campus-printing/)