PRINTING
at Bromley Hall

Bromley uses a shared print queue to print to all computer lab printers. This will allow you to use your own device for printing. The steps for install and usage are as follows:

1 To install the PrintQueue go to http://papercut.bromleyhall.com:9163/setup. This system supports Windows, Mac, iOS, Android, and ChromeOS devices, when you navigate to this page it should detect your device type and present you the correct page but be sure to check that to be safe. There are install instructions on this page for each device type. The examples below will be on Windows
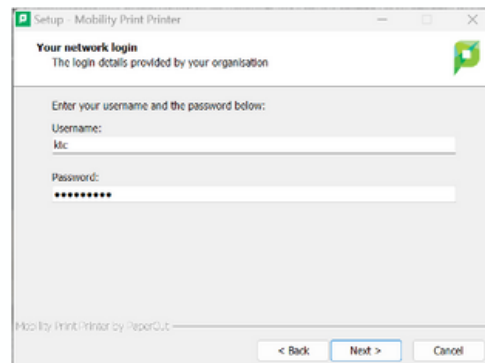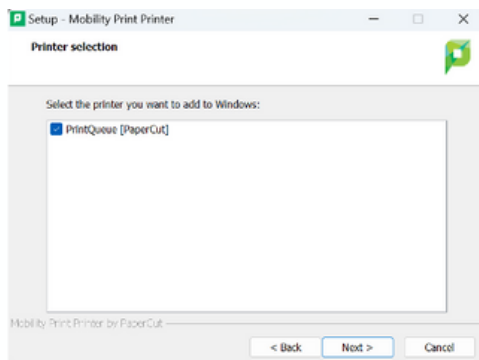
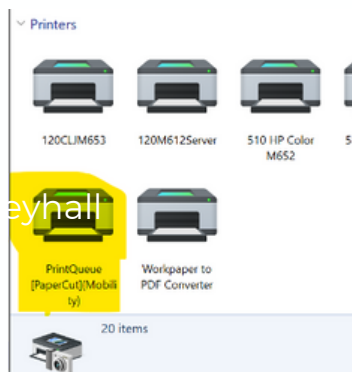**2** Download and run the installer for the PrintQueue for your device following the instructions in the installer.

3 You will want to install this printer below and then the next screen your login will be the login provided to you by Bromley staff
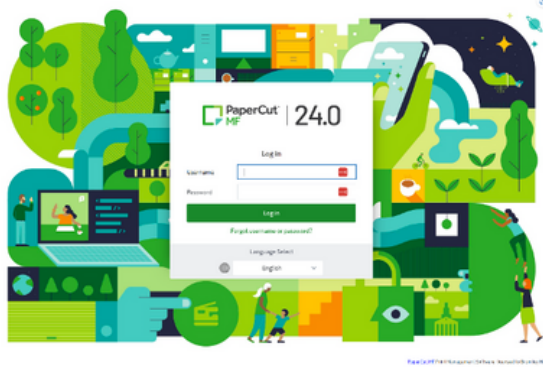
4 You should now have the below printer object : PrinterQueue [Papercut](mobility)
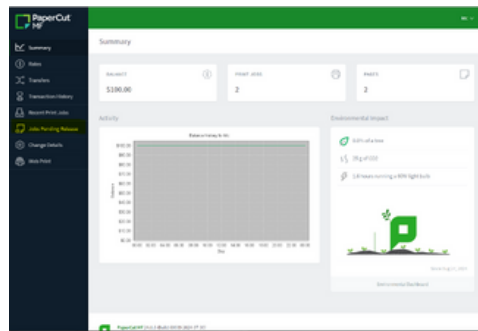
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5 To print you will print directly to this object first and then to release it on a printer you go to http://papercut.bromleyhall.com:9191 and will login with your account there.
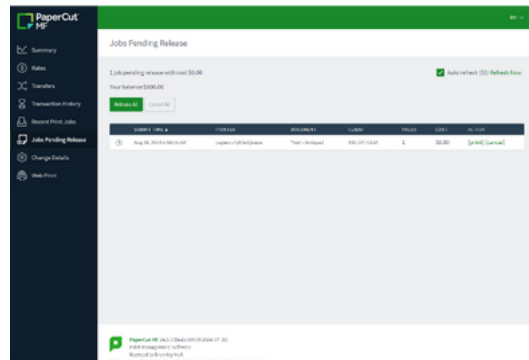

6 When you've logged in you will get the below screen and then navigate to "Jobs Pending Release" on the left side

7 Once there you will see your jobs waiting, you can either click print to print it or if you want to cancel the job click cancel

8 After you click print you will be presented with the available printers to release the job on, click which one you would like and the document will print out. That should be all that you need to do.