How to use new Print Services:

Setting your Pin Code

1. Open browser and go to the following web address:

   https://print.buid.ac.ae

2. Log in with your Computer/Blackboard username and password:

![Login screen](image)

3. Navigate on the lower left side and click on Change Details and enter your own Pin on the New Number text box. You can use 4-6 digit pin. Then hit Change Number.

![Change Details screen](image)
You can now Print on the BU Printer, and you can choose any printers you want to release it from. 1 Color and 1 Black and White on the 2nd floor. 1 Black and White on the Admin Office and 1 Colored on the Library.

Just queue your print on the BU Printer, and proceed to the nearest printer. Click on Access on the Printer Panel, and Enter your PIN Number to login(ID).

You can now release your prints on the printer panel by tapping on the RELEASE button.
then selecting the documents, then hit the START button.

The Printouts would be then released.
Using your Magnetic printer cards and card registration.

We are currently printing your personalized magnetic printer cards.

1. To use card, just swipe to the card reader on the right side of the printer.

2. Login with your Domain Accounts (computer/blackboard login)

3. The card will be added to your print services account and you can just swipe it next time to login to the printers. **Use your Pin if you forget to bring your magnetic printer cards.**
Web Printing on any Computers:

1. Open browser and go to the following web address:
   https://print.buid.ac.ae

2. Log in with your Computer/Blackboard username and password:

   ![PaperCut MF login screen](image)

3. Navigate to the right side and click on Web Print

   ![PaperCut MF Web Print screen](image)

   Click on Submit a Job.
4. Click on upload Documents

5. Click on upload documents or drag and drop files on the box. Then click on Upload and complete.

6. Print job should be on queue and you can release it to any of the available printer.

Please see main printing tip sheet for releasing prints.

Webprint is also available on any mobile devices (cellphone/tablets) just select desktop mode in order to view the printing options.