DCU Papercut

DCU uses Papercut as the printing management system. All first year students gets €4 print credit in their Papercut account to get started.

To login to Papercut go to print.dcu.ie or click on the image below:

Multi Function Printers provide several functionalities such as:

Copying

For a tutorial on how to use the photocopiers follow the link here.

Printing

For tutorials on how to print click the links below:
- [Printing from a PC in a computer Lab](#)
- [Print from USB flash drive](#) (supported formats pdf, gif, jpg & tiff only)
- [Web Printing](#) (print from your laptop)

Scanning

For tutorials on how to scan follow the links below:
- [Scan to E-Mail](#)
- [Scan to USB flash drive](#)

Note

- **Print Queue** – print jobs are submitted to a **queue** - rather than a specific printer
- **Follow Me** – **collect your B&W print jobs from any device**
  - You may collect black & white print jobs from any MFP device
  - You may collect **colour prints only from colour MFP devices**
- **2 hours** – collect your prints within 2 hours or they will be deleted, there is no charge
- **Secure** - authenticate to use device/collect prints using your student card or DCU username & password
- **Single sided printing is default** - you must **manually select duplex** before printing if required
- **Print Credit -** funds remaining on a student account at the end of the academic year can not be refunded or transferred to another student