

SENDING YOUR PRINT JOB TO AN MFD USING WEBPRINT

To send your print job to a Multi-Functional Device (MFD) from Web Print:

1. Login to the print service <http://print-1.napier.ac.uk:9191/user> using your University login ID and password.
2. Select **Web Print** and choose **Submit a Job**.

The screenshot shows the 'Web Print' interface. On the left, a navigation menu includes 'Summary', 'Transaction History', 'Recent Print Jobs', 'Jobs Pending Release', 'Web Print' (highlighted), 'Add Credit', and 'Log Out'. A box labeled 'Click Web Print' has an arrow pointing to the 'Web Print' menu item. The main content area is titled 'Web Print' and contains a description: 'Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.' Below this is a table with columns: 'Submit Time', 'Printer', 'Document Name', 'Pages', 'Cost', and 'Status'. A row shows a job submitted on Feb 18, 2015, to printer 'studentprint-1\Follow Me Q' for 'Best Practice Printing.docx' (1 page, £0.05, status: 'Held in a queue'). A 'Submit a Job »' button is located to the right of the table. A box labeled 'Select Submit a Job' has an arrow pointing to this button.

3. Select the print queue – **studentprint-1\Follow Me Q**

The screenshot shows the 'Web Print' interface with the printer selection screen. The navigation menu on the left is the same as in the previous screenshot. The main content area is titled 'Web Print' and has three tabs: '1. Printer' (selected), '2. Options', and '3. Upload'. Below the tabs, there is a 'Select a printer:' section with a 'Quick Find:' input field and a 'Find Printer' button. A table lists available printers with columns 'Printer Name' and 'Location/Department'. The first printer, 'studentprint-1\Follow Me Q (virtual)', is selected with a radio button. Other printers include 'studentprint-1\MER-E27-Plotter1', 'studentprint-1\MER-JKCC-Cluster16', 'studentprint-1\MER-JKCC-Cluster18', 'studentprint-1\MER-JKCC-Cluster7', 'studentprint-1\MER-JKCC-Cluster9', 'studentprint-1\MER-JKCC-ColourPrinter', 'studentprint-1\MER-LIB-ColourPrinter-1', 'studentprint-1\MER-LIB-Printer-1', and 'studentprint-1\MER-LINK-Printer1'.

4. From the bottom of the screen click on the “**2. Print Options and Account Selections**” button:

2. Print Options and Account Selection »

5. Enter the number of **copies** that you require.
6. Select “**3. Upload Documents**”
7. Click “**Browse...**” and select document to print (must be valid Microsoft Office, or PDF doc)

Web Print

- Summary
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print**
- Add Credit
- Log Out

1. Printer 2. Options 3. Upload

Select documents to upload and print

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xlsx, xltm, xlsx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf

8. Once you've selected your document choose **“Upload & Complete”**
9. Your job will be submitted, rendered and **Held in a queue** if successful.
10. You can then click on the **“Jobs Pending Release”** button on the left pane to view pending print jobs.

Jobs Pending Release

Jobs awaiting approval prior to printing are listed below:

Auto refresh (Refresh in: 51) Your balance: £0.00

Submit Time	Printer	Document	Client	Pages	Cost	Action
Feb 18, 2015 4:01:48 PM	studentprint-1\Follow Me Q	Best Practice Printing.docx	Web Print	1	£0.05	[cancel]