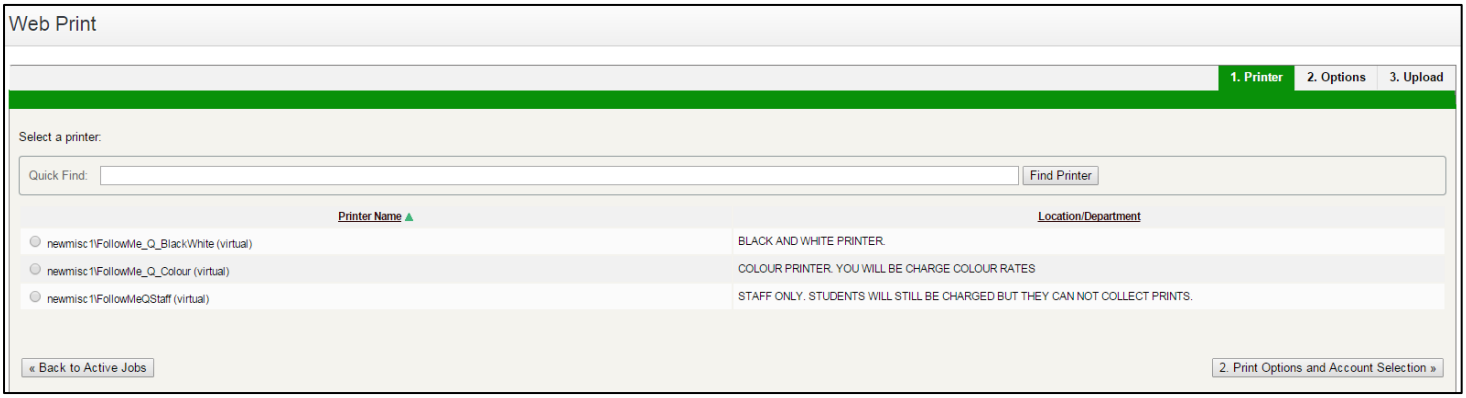
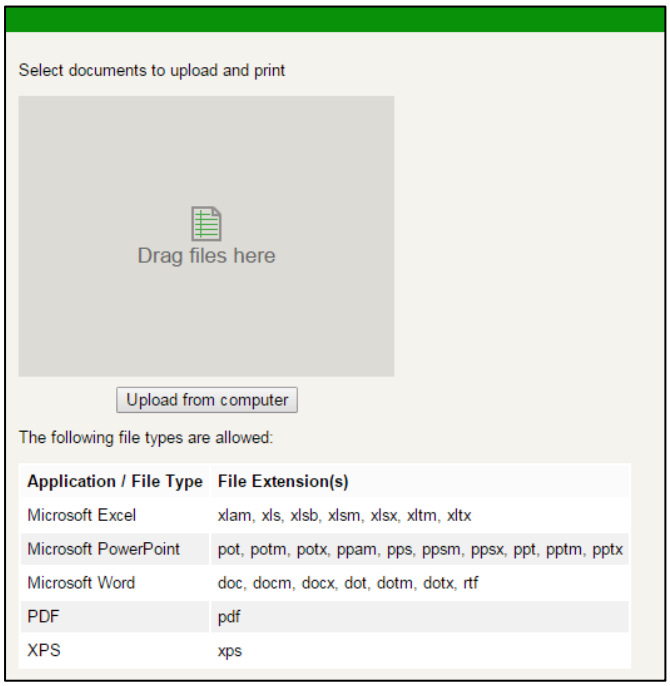
Using Webprint to print from your personal computer:

1. Open a web browser and go to https://webprint.new.ox.ac.uk:9192
2. Login with your login credentials
3. Select "***Web Print***"

4. To upload documents you wish to print, Select "***Submit a Job***"
5. Select a queue ***FollowMe_Q_BlackWhite*** (B&W jobs only) or ***FollowMe_Q_Colour*** (Colour).



6. Click ***"Print Option and Account Selection"*** - choose how many copies.
7. Select "***Upload Documents***"
8. Click "***Upload from computer"*** to browse for your document.



9. Select "***Upload & Complete***"
10. The job is now in the print queue

Submit Time	Printer	Document Name	Pages	Cost	Status
Sep 30, 2014 2:46:17 PM	newmisc1\FollowMe_Q_BlackWhite	Connecting_to_NewcWifi.pdf	2	£0.14	Held in a queue

11. Select "***Jobs Pending Release***" which will show all documents you have queued.
12. Select the option "***Print***"

Client	Pages	Cost	Action
Web Print	1	£0.07	[print] [cancel]

13. Select the printer by clicking the name (check the location).

Printer	Location	Status
newmisc1\2NB-CompRoomMFP	2NB Computer room	OK
newmisc1\JCR-MFP	JCR 7OB Ground floor	OK
newmisc1\Library-MFP	Library Stairwell	OK

14. Queued jobs will start printing.
15. Please logout once you have finished.

Charges will be applied to your account for payment before the end of your stay.