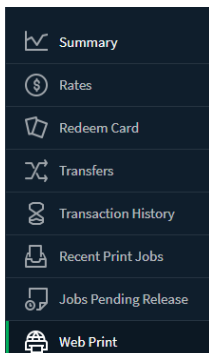


## SSO Users : Using Webprint to print from your personal computer:

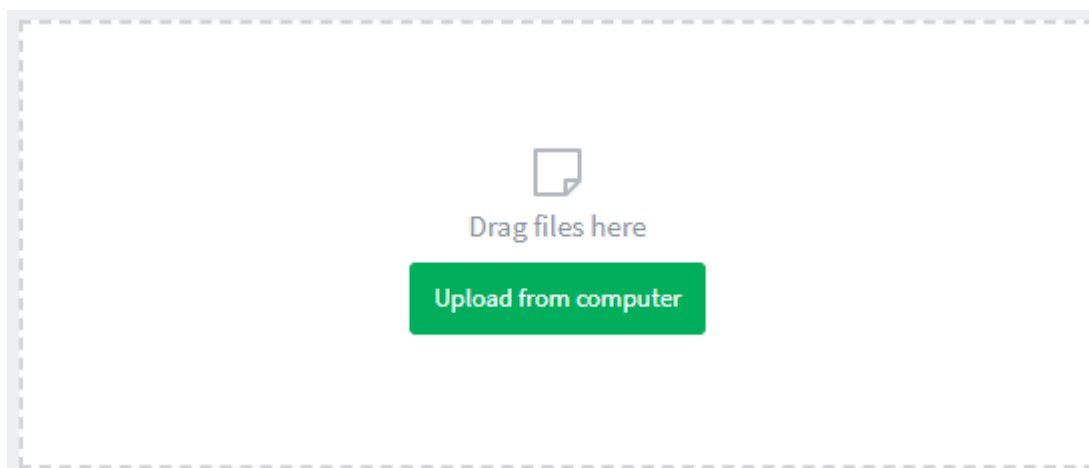
1. Open a web browser and go to <https://webprint.new.ox.ac.uk>
2. Login with your SSO login credentials
3. Once you have logged in, Select **“Web Print”**



4. To upload documents you wish to print, Select **“Submit a Job”**
5. Note the different Queues you can send to. They are self-explanatory, bear in mind sending black and white documents to the colour queue will result in you being charge colour costs. Students should not send documents to staff queue as you will not be able to retrieve your documents.

PRINTER NAME ↑	LOCATION/DEPARTMENT
<input type="radio"/> newmisc2\Staff-remote (virtual)	Staff printer
<input checked="" type="radio"/> newmisc2\Student-Colour-Duplex (virtual)	Student printer, Colour, double-sided printing
<input type="radio"/> newmisc2\Student-Colour-SingleSided (virtual)	Student, Colour, Single-sided printer
<input type="radio"/> newmisc2\Student-Mono-Duplex (virtual)	Student, Black&White, Double-sided printing
<input type="radio"/> newmisc2\Student-Mono-SingleSided (virtual)	Student, Black&White, Single-sided printer

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_NewdWifi.pdf	2	£0.14	<a href="#">Held in a queue</a>

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	<a href="#">[print]</a> <a href="#">[cancel]</a>

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

*Your list may have different printers than what are shown in this example.*

PRINTER	LOCATION	STATUS
newmisc2\NC306-14-MCR	MCR	OK
newmisc2\NC3504-01-JCR2NB	JCR-2NB	OK
newmisc2\NC3504-03-LibraryStaircase	Library Staircase	OK
newmisc2\NC3504-04-JCR	JCR	OK

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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.

**Alternatively you can release and print your documents from the printer itself. Once the documents are in the print queue you can release them to any of the printers by just going to the printer and scanning your bod-card at the card reader built into the printer. You will be presented with a list of all documents in the queue and you can choose to either print all or select which ones you print.**