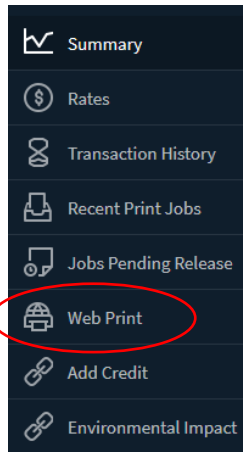


Submitting a Web Print

1. When on campus and connected to the EDUROAM WiFi network, log in to the [PaperCut](https://print.qmu.ac.uk:9192/) user Portal <https://print.qmu.ac.uk:9192/> with your normal QMU credentials; then click the **'Web Print'** link in the navigation menu.



Please note: if using iOS, you may need to choose the “View in Desktop mode” option to see the Web Print menu link.

The front page contains a list of active and recently submitted Web Print jobs for the logged in user. At first, the list is empty. Later, the list shows the status of submitted jobs.

Web Print

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.

[Submit a Job >](#)

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
23-Oct-2019 14:30:07	qmu-prt-p01\MFD Mono Duplex	Screenshots.docx	1	£0.05	Finished: Queued for printing

2. Click **'Submit a Job'** to start the Web Print wizard.
3. The first step of the Web Print wizard is selecting a printer queue.

PRINTER NAME ▼

- qmu-prt-p01\MFD Bypass Duplex (virtual)
- qmu-prt-p01\MFD Bypass Single (virtual)
- qmu-prt-p01\MFD Colour Duplex (virtual)
- qmu-prt-p01\MFD Colour Single (virtual)
- qmu-prt-p01\MFD Mono Duplex (virtual)
- qmu-prt-p01\MFD Mono Single (virtual)

4. After selecting a printer queue, the second step is to select the print and/or account selection options. Most users will see an option to select the number of copies to print:

Web Print

1. Printer 2. Options 3. Upload

Options

Copies

1

« 1. Printer Selection

3. Upload Documents »

5. After selecting the print options, the third and final step in the Web Print wizard is to upload a document to print. Either choose the 'Upload from Computer' option or drag a file to the upload area.

Upload

Select documents to upload and print

Drag files here

Upload from computer

The following file types are allowed: Microsoft Excel xlam, xls, xlsx, xlsm, xlsx, xltm, xltbx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppstm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dobx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps

« 2. Print Options

Upload & Complete »

After you select a document and click 'Upload & Complete', the file uploads to the server.

6. Once the document upload is complete, the user is returned to the front Web Print page. The table displays the status of the user's job. The status changes to indicate the progress of the job. You can stay on this page to track the status of the job, or navigate away / close their browser (the job will not be affected).