How to use Web Print
On BYOD Laptops

MARDEN
**SENIOR COLLEGE**
your pathway to success

Important: Web Print is only available when you are connected to the MSC-Wireless Wi-Fi network

1. Connect to the **MSC-Wireless** Wi-Fi network using your student username and password.

2. Open an Internet browser.

3. Type **webprint:9191** in the address bar.
    Tap **Go** or press **Enter.**
    (If that doesn't work try **http://10.71.112.62:9191**)

4. Login with your school **username** and **password** on the bottom of your timetable or login slip
    If you don't have your default login details ask your teacher or see IT Services

5. From the **Web Print** menu select **Submit a Job »** link.
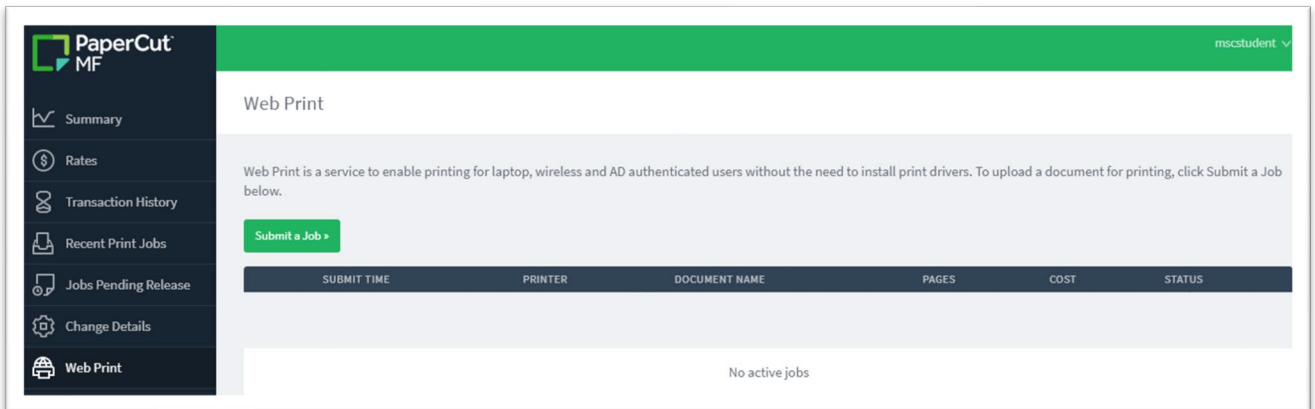
6. From the **1. Printer** step, choose one of the following:
    mscutl01\A3 Black Double Sided (virtual)
    mscutl01\A3 Black Single Sided (virtual)
    mscutl01\A3 Colour Double Sided (virtual)
    mscutl01\A3 Colour Single Sided (virtual)
    mscutl01\A4 Black Double Sided (virtual)
    mscutl01\A4 Black Single Sided (virtual)
    mscutl01\A4 Colour Double Sided (virtual)
    mscutl01\A4 Colour Single Sided (virtual)

7. Click **2. Print Option and Account Selection »** button.
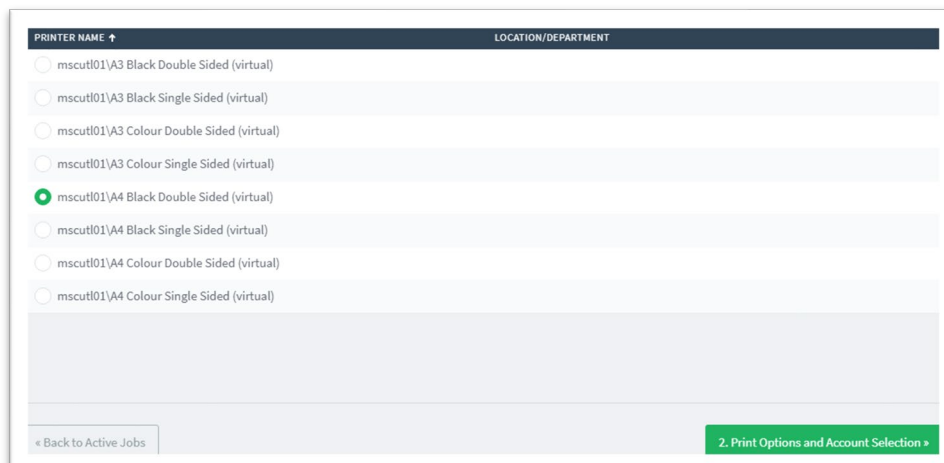
8. From the **2. Option**s step, enter the number of **copies** to be printed.

9. Click **3. Upload Documents »** button.

10. From the **3. Upload** step, drag your documents to the **Drag files here** box or click **Upload from computer** button and select the files you want to print.
    The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsm, xlsx, xltm, xltx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps

11. Click **Upload & Complete »** button.

12. When the Status of the job changes to **Held in a queue** you should be able to collect your job from any photocopier by tapping your student ID card.