

How to use Web Print On BYOD Laptops

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

PaperCut [®]						mscstudent 🗸
└── Summary	Web Print					
(\$) Rates	Web Print is a service to enable prin	ting for laptop, wireless and A	D authenticated users without the need	to install print drivers. To up	bload a document fo	r printing, click Submit a Job
Transaction History	below.					
Recent Print Jobs	Submit a Job »					
Jobs Pending Release	SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Change Details						
Heb Print			No active jobs			

- 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 Double Sided (virtual) mscutl01\A4 Colour Single Sided (virtual)
- 7. Click 2. Print Option and Account Selection » button.

PRINTER NAME +	LOCATION/DEPARTMENT
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)	
« Back to Active Jobs	2. Print Options and Account Selection >

- 8. From the **2. Option**s step, enter the number of **copies** to be printed.
- 9. Click 3. Upload Documents » button.

Web Print		1. Printer 2. Options 3. Upload
Options	Copies 1	
« 1. Printer Selection		3. Upload Documents »

- 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, jif, jif, jpe, jpeg,
- 11. Click Upload & Complete » button.

jpg, png, tif, tiff XPS xps

Web Print	1. Printer 2. Options 3. Upload
Upload Select documents to upload and print	Drag files here Upload from computer 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, dobx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps
« 2. Print Options	Upload & Complete »

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.

Web Print					
Neb Print is a service to enable printi pelow.	ng for laptop, wireless and AD authentica	ted users without the need to install print driv	vers. To upload a d	locument for	printing, click Submit a Job
Submit a Job »					
SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	
		DOCUMENT NAME	PAGES	COST	STATUS