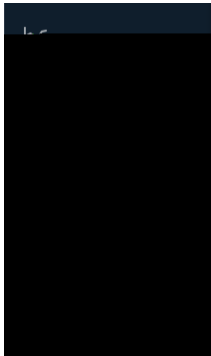


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1. Open a web browser and go to <https://webprint.new.ox.ac.uk>
 2. Login with your SSO login credentials
 3. Once you have logged in, click on *Web Print*



4. click on *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.

6. Click *Print Option and Account Selection* - choose how many copies.
7. click on *Upload Documents*

- 9. o Upload & Complete
- 10. The job is now in the print queue

Submit time	Printer	Document Name	Pages	Cost	Status
18:30:14	newmisc1\FollowMe_Q_BlackWhite		1	£0.07	Hold in a

- 11. o Jobs Pending Release queued.
- 12. Select the option **Print**

Web Print	1	£0.07	[print] [cancel]
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- 13. Select the printer by clicking the name (check the location).
Your list may have different printers then what are shown in this example.

PRINTER	LOCATION	STATUS
U-MCR		newmisc1\MC3504-04-ICP
L01-ICD3MP	ICD3MP	newmisc2\MC3504-04-ICP
ICP	OK	newmisc2\MC3504-04-ICP

- 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.