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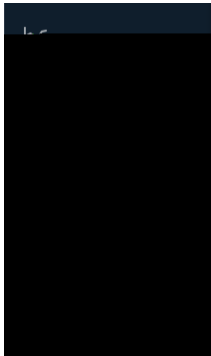
4. u   o   *Submit a Job*
5. Note the different Queues you can send to. They are self-explanatory, bear in mind sending black and white documents to the colour queue will result in you being charge colour costs. Students should not send documents to staff queue as you will not be able to retrieve your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

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

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

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

13. Select the printer by clicking the name (check the location).
    Your list may have different printers then what are shown in this example.

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.