Printing Through Webprint

Webprint is a service that allows users to print to college printers from their own computers without having to install drivers etc. To use the service do the following:-

First, visit an IT support session to register for the service.

In your browser enter print.linacre.ox.ac.uk in the address box, this will take you to the following screen.

Log in using your single sign on user name and password and you will see the following screen. This is the home screen and shows the amount you currently owe for Web prints (note that this is in addition to any prints that you have done from the library machines). The home screen also shows the number of Webprint jobs you have done and the number of pages you have printed.
In the left hand column select Webprint, and then click Submit a job towards the top right of the screen.
In the above screen select the printer you want to print to. At present Papercut does not allow you to change the default options to greyscale, duplex etc, so the printers have fixed settings as follows:

- The colour Printer HP 3525 in Room 19 is set to print single sided only.
- The Mono HP Laserjet 3015 number 1 in the Library is set to print single sided only.
- The Mono HP Laserjet 3015 number 2 in the library is set to print double sided only.
- The HP colour printer HP3525 in the Library is set to print single sided only.

These fixed settings apply to Web printing only and do not affect the range of options available from the computers in the library.

Select whichever printer suits your needs in the radio buttons on the left, and click the Print Options and account selection button.
If you need more than one copy of your document type the number required in the dialogue box, otherwise click the Upload Document button.
In the above screen click the Browse… button and select the document you want to print. Supported document types are Microsoft Word, Excel and Powerpoint in all formats, plus Microsoft xps and Adobe pdf.

Click Upload and Complete and your document will be sent to your selected printer. The final screen is the first Webprint screen with the details and cost of the print you have submitted. You can click Submit a job if you have another document you want to print, otherwise click Log Out on the left hand bar and close your browser.