How To: WebPrint Service

Students (and staff) can now use this service to print to specific printers at CRC using their own personal wireless devices if they are connected to the Eduroam wireless network. Below are step by step instructions on how to do this.

PaperCutNG 1. Logon to WebPrint via this link: http://webprint.camre.ac.uk Web Print Username: studentp Summary Password: webprint Welcome to Cambridge Regional College's WebPrint Service for your wireless Recent Print Jobs device. To upload a document for printing, click "Submit a Job" below and follow 2. Select Web Print and then select Web Print the steps. Submit a Job Log Out Submit a Job » Submit Time Printer Document Name Pages Cost Status No active jobs PaperCutNG 3. Select a printer based on your Web Print location and then select Print **Options and Account Selection.** 1. Printer 2. Options 3. Upload Recent Print Jobs Web Print Log Out Select a printer 4. At the next screen just select Quick Find: Find Printer Upload Documents as max copies Printer Name Location/Department O papercut/HP LaserJet D Block LRC D Block LRC can only be 1. Deakin el-Vis Suite O papercut\HP LaserJet Deakin Centre O papercut/HP LaserJet F Block Savannah F Block Savannah F127 O papercut\HP LaserJet F127 O papercut/HP LaserJet J Block LRC J Block LRC O papercut/HP LaserJet LRC First Floor LRC First Floor O papercut/HP LaserJet LRC Ground FI I RC Ground Floo « Back to Active Jobs 2. Print Options and Account Selection » PaperCutNG Web Print 1. Printer 2. Options 3. Upload Recent Print Jobs Web Print Log Out Select documents to upload and print Drag files here

Upload from computer The following file types are allo Application / File Type File Extension(s) 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 PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps « 2. Print Options Upload & Complete »

5. You can either drag a document onto the high-lighted area of the page or select *Upload from computer* and browse to the file you wish to print. (See *The following file types are allowed* for what files the Web Print Service supports.)
4. Select *Upload & Complete*. You will then see the top screen again with you job in the queue and it's status.

Please note: The Web Print Service allows only 1 copy of a document that is 10 pages or less to be submitted. The same document cannot be re-submitted within 3 minutes of the previous submission.