

# Printing – iOS Devices Using Web Print

This guide is based on printing a file from an iPad, but the same process is used for printing from an iPhone.

## Ensure your file is stored on the device

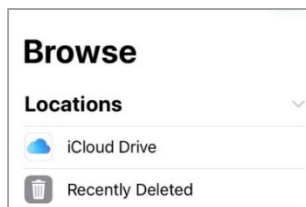
To print a file from an iPad you **must** first save it to the **internal** storage of your iOS device rather than cloud storage.

## Enable a storage area within *On My iPad* in the *Files* app

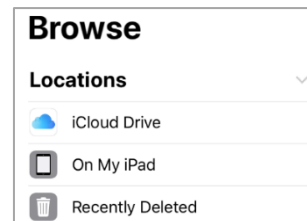
If you have never saved a file onto your iPad, the **On My iPad** location might not appear when you click on the Files app.



So you might see



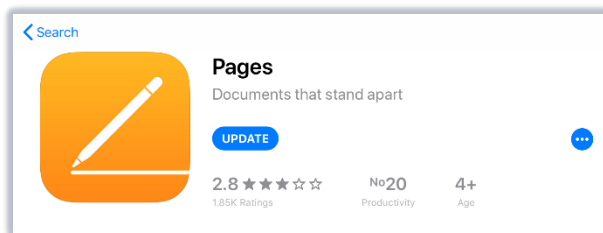
rather than



**On My iPad** will only appear when you have installed a Compatible App which then creates its own storage area within Files.

**Note:** If you already see **On My iPad**, go straight to the **Save your file to My iPad** section of this guide.

1. If you don't already have a compatible app, one option is to download and install Apple's **Pages** app.



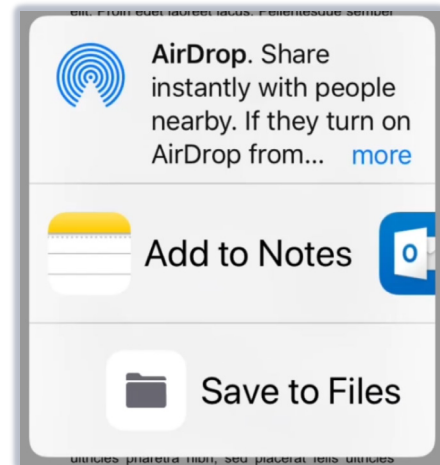
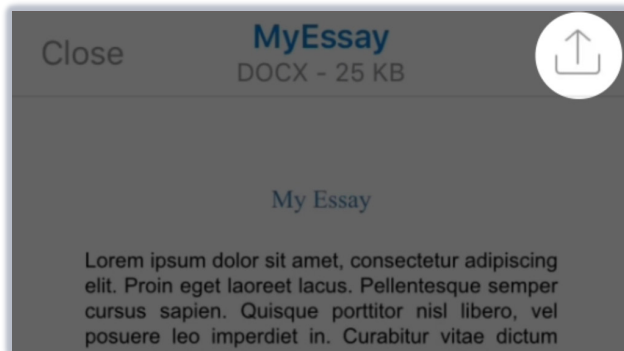
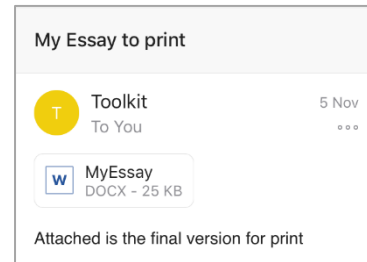
2. **Open Pages.**
3. Create a new document using a built-in template and/or create a New Folder.

**Note:** When you choose to Browse you may still only see Cloud locations such as iCloud but the action of installing Pages will have created a storage area for the Pages App **On My iPad**.

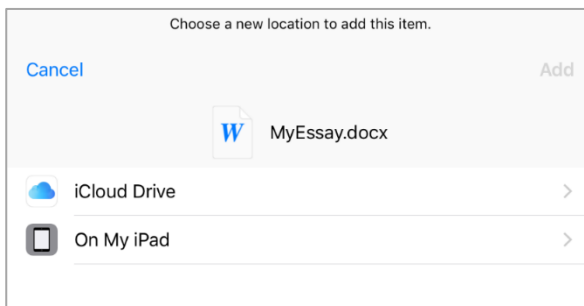
4. **Close Pages.**

## Save your file to My iPad

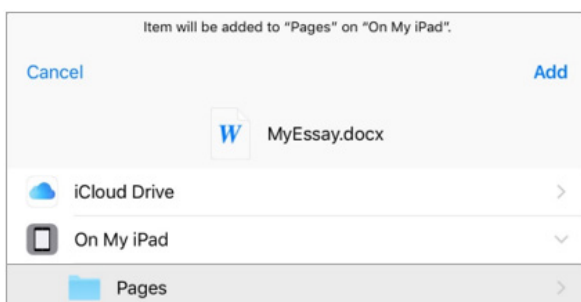
1. If you have sent the file to yourself via email, **Open the Mail or Outlook app.**
2. **Click on the email.**
3. **Click on the attachment to open the document.**



4. Tap the **Share** icon in the top of your document to open the **Share Sheet**.
5. Scroll if necessary and choose **Save to Files**.
6. In the options that appear, choose **On My iPad** and click on the arrow to expand and view folders.



7. As you have installed the **Pages** app you should see a **Pages**<sup>1</sup> folder.



8. Click on **Pages**. and choose **Add**.
9. Your document is now saved On Your iPad in the Pages folder, so you will be able to locate it to print<sup>2</sup>.

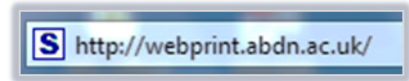
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<sup>1</sup> If you have installed other apps, you will see other folders and you can choose which one you want to use.

<sup>2</sup> You can create new folders within the Pages storage area to organise your files, if you wish, later.

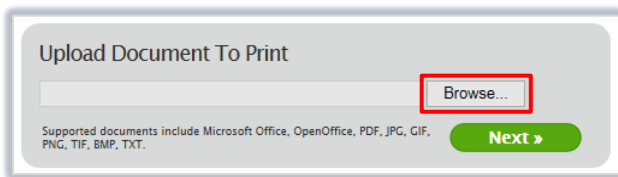
## Log in to Web Print

1. Open your internet browser.
2. Enter <http://webprint.abdn.ac.uk> in the address bar (top of screen):
3. You will see the Web Print log in page.
4. Enter your University username (e.g. **s01jb18** or **u99jb19**) and password.
5. Click **Login**.



## Upload a file to print

6. On the **My Print Jobs** page, click **Browse...** or **Choose File** (browser dependent).



7. Navigate to the file that you wish to print (usually found in **Recents**<sup>3</sup>) and click **Open**.
8. Click **Next >>**
9. The system will check that your file is a supported format.

- If the upload is successful, you will see a confirmation message:

**Your print job has been added successfully. It will be processed automatically in a moment.**

- If the upload is not successful, you will see an error message prompting you to try again:

### **Error processing document**

**The uploaded document format is not support or not recognized by the SafeCom Mobile Print printing system. Filetypes supported by the system include: Microsoft Office, OpenOffice, PDF, GIF, JPG, PNG, TIF, BMP, TXT. Please try again.**

10. Once uploaded, you will see details of your file, including date/time, file name, pages, and status

**Note:** Press **Refresh** (right of screen) if you want to update your list of print jobs:



## Assign file(s) to a print queue

11. When processed, the file status will change to **Awaiting Release**:

Date/Time	Filename	Pages	Status
21/07/14 10:14	Report A.pdf	1	Awaiting release

To print this job, select a printer below:

Colour-Pull  Advanced

Mono-Pull  Advanced

12. You will see two print queues:

- **Colour-Pull:** For colour printing
- **Mono-Pull:** For black and white printing

<sup>3</sup> If you cannot find it there, Browse to the folder you saved your file to.

13. If you would like to print multiple copies of the file, or specify the page range to print, tick the checkbox next to the print queue that you would like to use.
14. Edit the **Advanced** options as required:

Colour-Pull	<input checked="" type="checkbox"/> Advanced
Number of copies:	<input type="text" value="3"/>
Print from page	<input type="text" value="1"/> to <input type="text" value="1"/>
Double-sided print (works only if the printer supports duplex): Long-side (most common)	
Print in black/white even if document contains color: No	

**Note:** Steps 13 and 14 are optional.

15. When you are ready to send the file to print, click on the button containing the print queue name:

Colour-Pull	<input checked="" type="checkbox"/> Advanced
Number of copies:	<input type="text" value="3"/>

16. The file status will change to **Printed**.  
**Note:** If you do not select a print queue, the print status will eventually change to **Expired**.
17. Click **Log Out** (top of screen).

## Collecting your print job(s)

1. Log in to a networked printer or MFD when you are ready to print your file(s).  
**Note:** If you are printing in colour please ensure you use a MFD that has this capability.
2. Select and print your file(s) as normal.

## Further Information and Help

For more information about the University's printing service (including charges), please visit:

Staff: [www.abdn.ac.uk/staffnet/working-here/it-print](http://www.abdn.ac.uk/staffnet/working-here/it-print)

Students: [www.abdn.ac.uk/it/student/print](http://www.abdn.ac.uk/it/student/print)

If you encounter any problems, please contact the Service Desk [servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk) or log a support call using MyIT: <https://www.abdn.ac.uk/myit>