

Printing – Mac or PC Laptops Using Web Print

Use **WebPrint** to print from a Mac or PC laptop when working on the move. Simply **upload** or **email** files to the University's print queues and collect from a networked MFD/printer. All you need is a device with an internet connection, and your University log in details or **@abdn.ac.uk** email account.

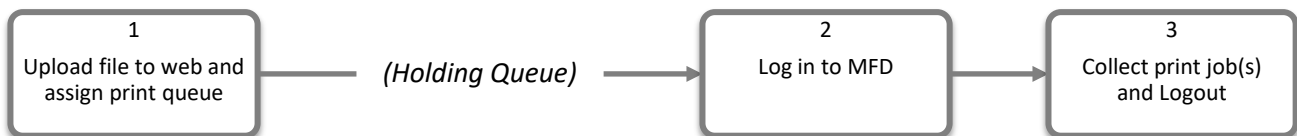
Supported file types

Please note that there is a file size limit of **20mb**:

- Microsoft Office (Word, Excel, and PowerPoint)
- OpenOffice
- PDF, JPG, GIF, PNG, TIF, BMP, and TXT

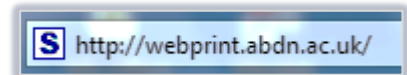
Method 1: upload files to print

WebPrint is a simple method of printing from a laptop. Simply upload and assign each file to a print queue, then log in and collect your print job(s) from any networked MFD or printer as normal.



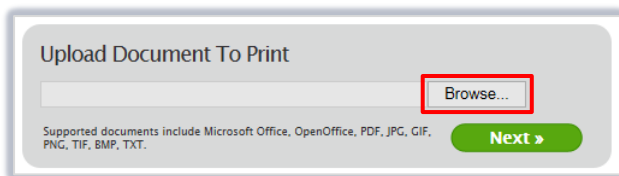
Log in to WebPrint

1. Open your internet browser.
2. Enter <http://webprint.abdn.ac.uk> in the address bar (top of screen):
3. You will see the WebPrint log in page.
4. Enter your University username (eg **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 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 To print this job, select a printer below: <input type="checkbox"/> Colour-Pull <input type="checkbox"/> Advanced <input type="checkbox"/> Mono-Pull <input type="checkbox"/> Advanced	1	Awaiting release

12. You will see two print queues:

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

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 **Advanced**

Number of copies:

Print from page to

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 **Advanced**

Number of copies:

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).

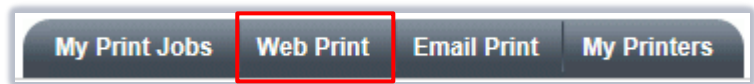
Collecting your print job(s)

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.

Additional options

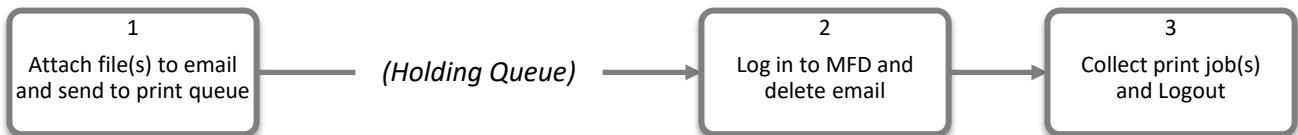
You can also print web pages using WebPrint:

1. Click on the **Web Print** menu option (top of screen).
2. Enter the **Web Address To Print** eg www.abdn.ac.uk
3. Assign a print queue on the **My Print Jobs** page.




Method 2: email files to print

If using this method, we recommend that you collect your print job(s) from a MFD rather than a printer. This is because a copy of the email will also be added as a print job when you send your attachments. You can delete this using the touchscreen at a MFD, but not at a printer.



Sending your file(s) to print

1. Open your email client (eg Outlook or Outlook Web App).
2. Create a new email from your **@abdn.ac.uk** account (other email addresses will not be accepted).
3. Attach the file(s) you wish to print
4. Decide how you want to print your  file (black and white, colour, PostScript) and enter the appropriate the email address from the list below in the **To:** field:
 - print_colour@abdn.ac.uk For colour printing
 - print_bw@abdn.ac.uk For black and white printing
5. Leave the **Subject:** field blank
6. Send your email

Note: The first time you use WebPrint via email, you will receive a one-off registration email from DONOTREPLY@abdn.ac.uk. Follow the instructions to complete your registration.

Collecting your print job(s)

1. Log in to a 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. As well as your file attachment(s), you will also see a print job in your queue for the email that you sent to print_colour or print_bw. It will display as a string of letters and numbers.
3. **Delete** the email message print job.
4. **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

Students: www.abdn.ac.uk/it/student/print

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