

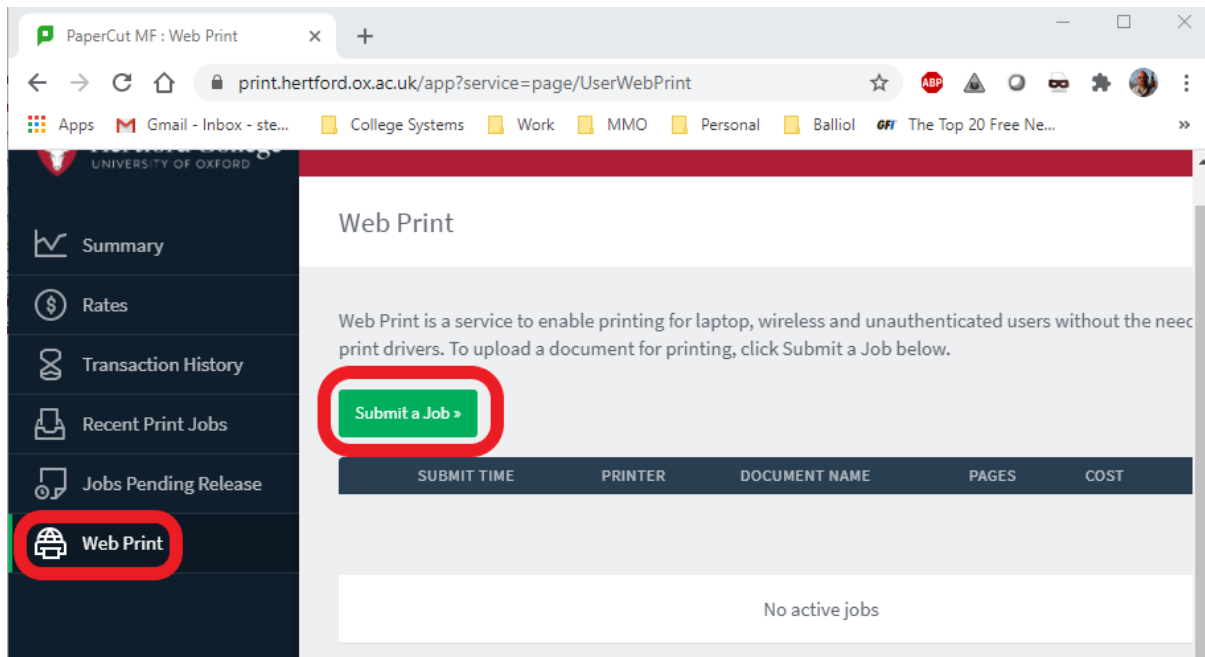


How to WebPrint at Hertford College

Go to: <https://print.hertford.ox.ac.uk> log in with your SSO username (e.g. hert1234).

Choose **Web Print** from the side menu

Click **Submit a Job**:



Select the type of printing you want:

Hertford College BW= double-sided black and white

Hertford College Colour= double-sided colour

Single-sided BW= single-sided black and white

Single-sided Colour= single-sided colour

Click **Print Options and Account Selection**



PaperCut MF : Web Print - Step 1 x

print.hertford.ox.ac.uk/app?service=action/1/UserWebPrint/0/\$ActionLink

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Hertford College UNIVERSITY OF OXFORD ball4118

Web Print 1. Printer 2. Options 3. Upload

Select a printer:

PRINTER NAME ↑ LOCATION/DEPARTMENT

- svr-print2\Hertford College BW (virtual)
- svr-print2\Hertford College Colour (virtual)
- svr-print2\Single Sided BW (virtual)
- svr-print2\Single Sided Colour (virtual)

« Back to Active Jobs

2. Print Options and Account Selection »

Specify number of copies, click **Upload Documents**.

ball4118

1. Printer 2. Options 3. Upload

Copies

1

3. Upload Documents »



ball4118 ▾

1. Printer 2. Options 3. Upload

Drag files here

Upload from computer

The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsx, xltm, xltx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

Upload & Complete »

Webprint works with all Microsoft Office files, PDFs and picture files. Drag and drop your documents onto the white square in the upload area, or click **Upload from computer** and browse to your documents. The documents to print are displayed above the white square. Click **Upload & Complete**.

Your documents are now held in a queue, you must now go to a copier to print.

Your print job will stay in the queue for **48** hours.