

WebPrint

What Is WebPrint?

WebPrint is a web based interface to the university printing system. It enables **A4 black and white** and **colour printing** via the internet to our MFD (Multi- Functional Devices) printing system from your laptop, Mac, desktop PC, tablet or mobile device without the need to install drivers or software, or the need to be connected to our network.

What can I print?

Supported documents:

- Microsoft Office, OpenOffice, pdf, txt.
- Image types: jpg, gif, png, tif.

Note: You will not be able to upload a document in an incompatible format.

What can't I print?

- A3/A5 sized documents.
- Password protected content *(you can print password protected content using local drivers – see '**Print Directly to WebPrint from within your applications**' at the end of this document).
- You cannot print to a plotter.
- You cannot print directly from Google docs (please download your document in one of the supported formats listed above).

Uploading a document or webpage to WebPrint

1. Go to <https://webprint.gre.ac.uk> and sign into the Web Print service using your university username and password.
2. Select the '**My Print Jobs**' tab. If you wish to print a document, press Choose file to upload from your computer, then click next.
3. If you wish to print a web page or upload a document for printing, choose the '**Web Print**' tab. Select the '**Choose File**' button to browse and choose the document you wish to print, or type in the URL of the web page you want to print.
4. Click on the '**Next**' button to upload your document or web page. After a few seconds the page will refresh and your print job will appear in the queue, at the bottom of the page. You will see a message on screen to say that your print job has been added successfully and will be processed automatically in a moment.

Emailing a document to WebPrint

Print an email message and/or its attachments by forwarding the email to webprint@gre.ac.uk, or compose and send a new email with attachments.

You can only send messages from **greenwich.ac.uk** or **gre.ac.uk** email addresses.

Your print jobs can be printed within **24 hours** after you have sent them to the WebPrint service:

Note: Unreleased print jobs will automatically expire after 24 hours and be deleted from the print queue. No charge will be made to your account. Print jobs can be deleted manually at no charge to your account.

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Releasing your queued print jobs

To release your print jobs go to <https://webprint.gre.ac.uk> and sign in using your university username and password.

1. Select the **'My Print Jobs'** tab; all available jobs will be listed on this page. The dialogue at the bottom of the screen will show the IP address, filename, number of pages and the status of the print job, and give you the option to delete it.
2. When you send an email with an attachment to the print server, it will be listed in two parts on the **'My Print Jobs'** page. The email is listed first followed by the attachment.
3. If the printer list is not displayed select the **+** symbol next to the document title. Choose the printer you wish to send the job to.
4. Tick the **'Advanced'** box to change the specific pages you wish to print, choose the number of copies you want, and whether you want single or double-sided printing, or to print the document in only black and white.

Note: As part of the university's green policy, all computer lab printers are set to 'duplex printing', this can be changed in the printer settings if required.

5. Select the printer you wish to send the job to:
 - Avery Hill - MFD
 - Greenwich - MFD
 - Medway - MFD
 - Medway - MFD - Drill Hall Library - Immediate Print (when the Drill Hall printer is selected you will be charged immediately and the printout will happen instantly).

To collect your job from an open access area (Library printer in student areas):

1. Release the job with your Greenwich Gateway card at the printer
2. Select the print job
3. Click print

Once your document has printed please sign out by clicking **'Log out'**.

Setting preferred printers

This is an option to reduce the number of printers you are offered on the **'My Print Jobs'** screen. Select the **'My Printers'** tab. The screen will show all of the printers available to you.

Tick your preferred printers. You can give them nicknames to make them easier for you to identify, e.g. 'Printer in blue building'.

Once the changes are saved, you will only see the printers you have selected on the **'My Print Jobs'** screen.

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Printing a document directly to a preferred printer

In the subject line of your e-mail use the nickname of the printer you wish to send your document to for printing (for example **AH**) in the format: 'P: AH' without quotes.

This skips the need to log into the WebPrint service to release your print jobs. Charges are not applied to your account until you actually print the document.

Print directly to WebPrint from within your applications

Note: This option is for installing drivers on your personal devices and assumes you have administrative permissions to do so.

1. Go to <https://webprint.gre.ac.uk> and sign into the WebPrint service using your university username and password.
2. Select the '**Driver Print**' tab.
3. Select the correct logo for your operating system (Windows, Mac or Linux).
4. Follow the instructions to install the driver locally on your laptop.

Regulations

By using this service you agree to the regulations set out for using the computing facilities at the University of Greenwich.

The full set of regulations can be viewed at:

<http://www.gre.ac.uk/it-and-library/about/policies-and-procedures/it-policies>

The Janet Acceptable Use Policy can be viewed at: <https://community.ja.net/library/acceptable-use-policy>