

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.

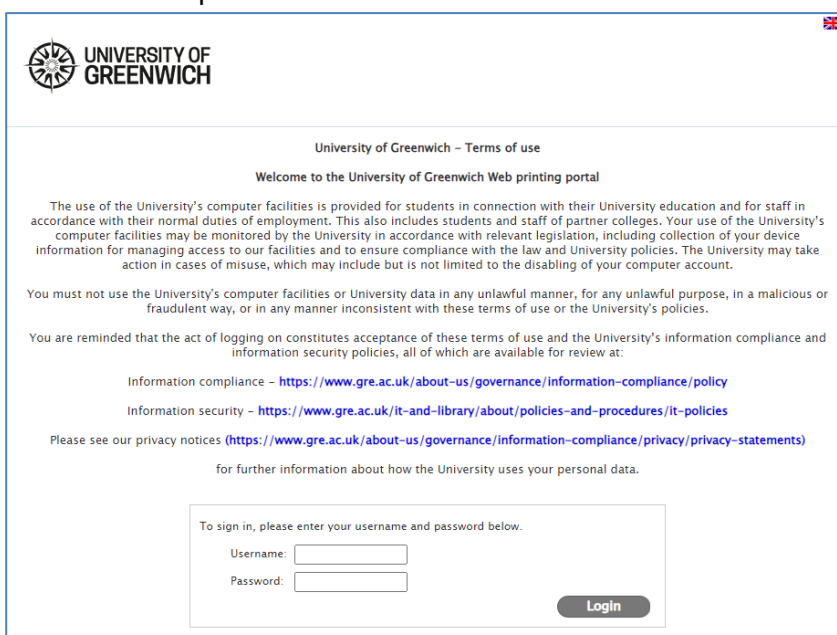
What can't I print?

- 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

Note: The screen shots in this document are taken from Microsoft Edge. Other browsers may display these pages slightly differently.

1. Go to <https://webprint.gre.ac.uk> and sign into the Web Print service using your university username and password.



UNIVERSITY OF GREENWICH

University of Greenwich – Terms of use

Welcome to the University of Greenwich Web printing portal

The use of the University's computer facilities is provided for students in connection with their University education and for staff in accordance with their normal duties of employment. This also includes students and staff of partner colleges. Your use of the University's computer facilities may be monitored by the University in accordance with relevant legislation, including collection of your device information for managing access to our facilities and to ensure compliance with the law and University policies. The University may take action in cases of misuse, which may include but is not limited to the disabling of your computer account.

You must not use the University's computer facilities or University data in any unlawful manner, for any unlawful purpose, in a malicious or fraudulent way, or in any manner inconsistent with these terms of use or the University's policies.

You are reminded that the act of logging on constitutes acceptance of these terms of use and the University's information compliance and information security policies, all of which are available for review at:

Information compliance – <https://www.gre.ac.uk/about-us/governance/information-compliance/policy>

Information security – <https://www.gre.ac.uk/it-and-library/about/policies-and-procedures/it-policies>

Please see our privacy notices (<https://www.gre.ac.uk/about-us/governance/information-compliance/privacy/privacy-statements>) for further information about how the University uses your personal data.

To sign in, please enter your username and password below.

Username:

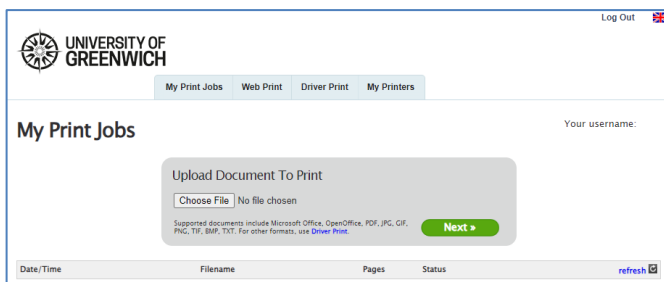
Password:

Login

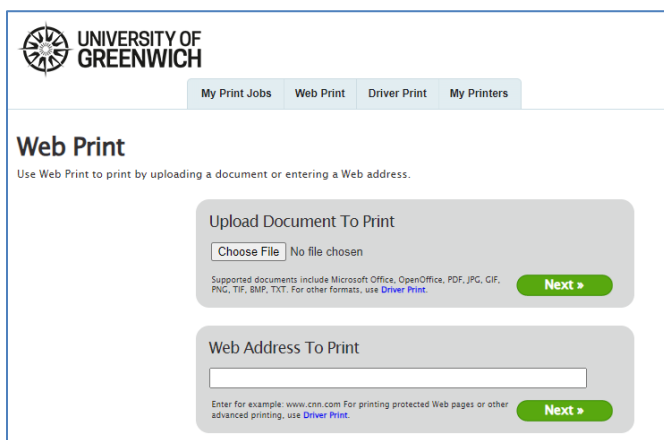
WebPrint

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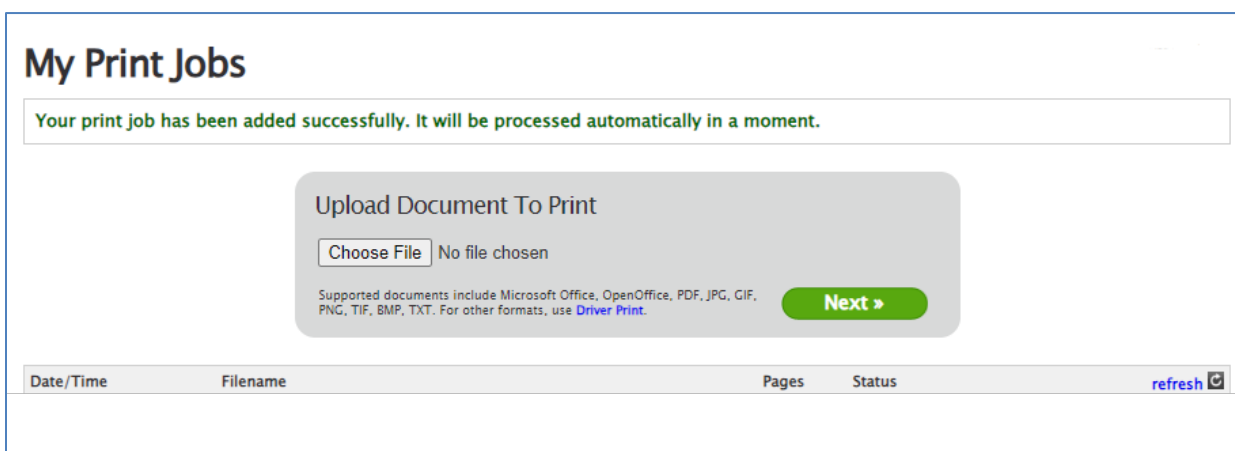
2. Select the **'My Print Jobs'** tab to upload a document for printing,



or the **'Web Print'** tab if you wish to print a web page or upload a document for printing.



3. 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.



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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.

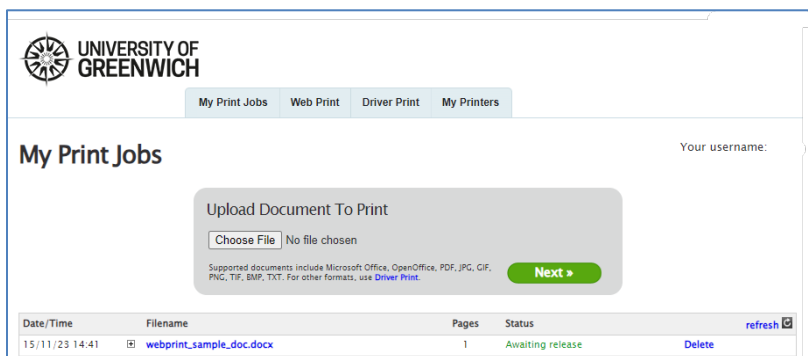
Your print jobs can be printed within **24 hours** after you have sent them to the WebPrint service:

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.

Releasing your queued print jobs

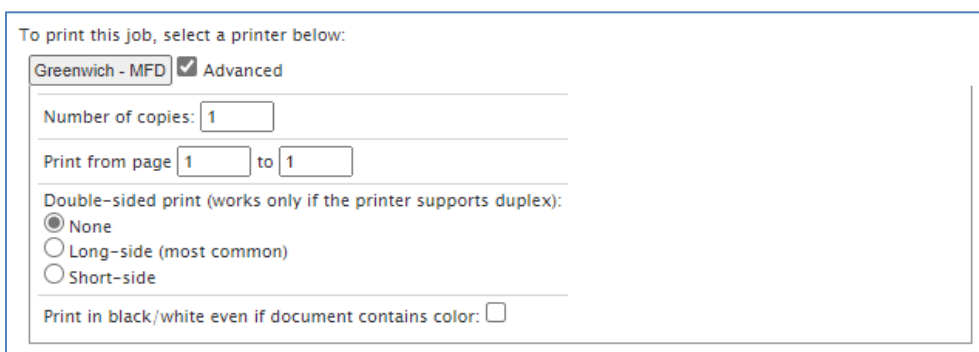
To release your print jobs go to <https://webprint.gre.ac.uk> and sign in using your university username and password.

1. Select the **'My Print Jobs'** tab; all available jobs will be listed on this page.



Date/Time	Filename	Pages	Status	refresh
15/11/23 14:41	webprint_sample_doc.docx	1	Awaiting release	Delete

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.



To print this job, select a printer below:

Greenwich - MFD Advanced

Number of copies:

Print from page to

Double-sided print (works only if the printer supports duplex):

None
 Long-side (most common)
 Short-side

Print in black/white even if document contains color:

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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):

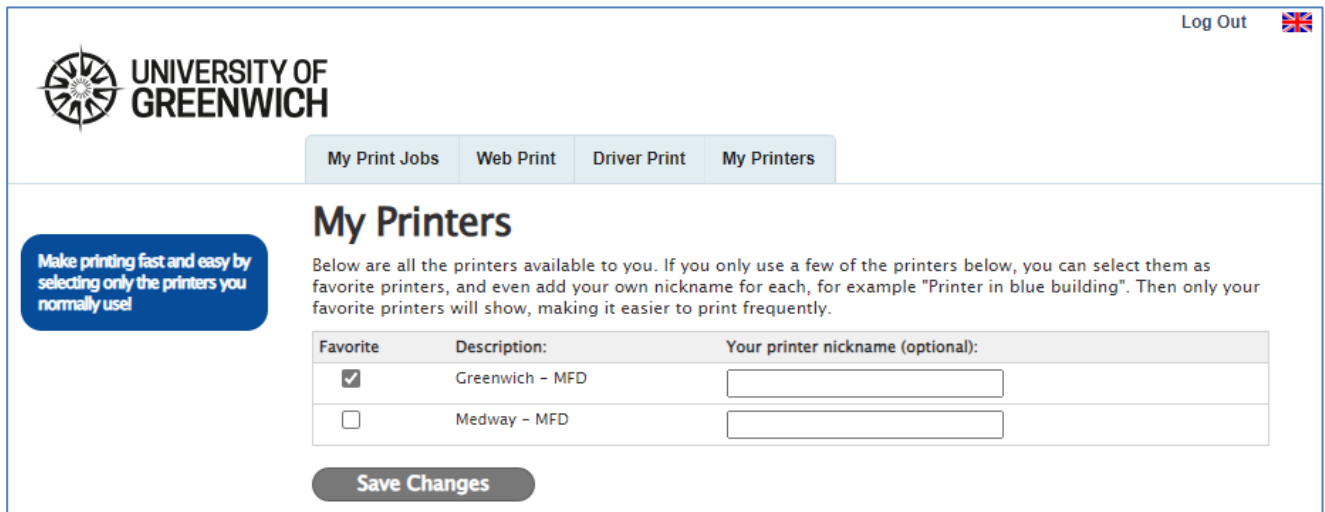
1. Release the job with your Greenwich Gateway card at the printer
2. Select the print job
3. Click print

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 and choose your preferred printers.



The screenshot shows the 'My Printers' settings page in the WebPrint interface. At the top, there is a navigation bar with tabs for 'My Print Jobs', 'Web Print', 'Driver Print', and 'My Printers'. The 'My Printers' tab is selected. Below the navigation bar, there is a blue callout box that says 'Make printing fast and easy by selecting only the printers you normally use!'. The main heading is 'My Printers'. Below the heading, there is a paragraph explaining that users can select favorite printers and add nicknames. A table lists the available printers with checkboxes for selection and input fields for nicknames. The 'Greenwich - MFD' printer is selected. A 'Save Changes' button is located at the bottom of the table.

Favorite	Description:	Your printer nickname (optional):
<input checked="" type="checkbox"/>	Greenwich - MFD	<input type="text"/>
<input type="checkbox"/>	Medway - MFD	<input type="text"/>

You can give them nicknames to make them easier for you to identify.

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.

To:	<u>Webprint@gre.ac.uk</u>
Cc/Bcc:	_____
Subject:	P: AH

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 one of the following logos for your operating system.



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>