

# Web Printing

This service enables students and staff to print from internet enabled devices such as laptops, tablets and smart phones which are not otherwise linked to the print system.

Print jobs are uploaded to the web printing service and then collected from the campus printers in the usual way.

Printing is restricted to **double sided**. Files can be only be submitted in the following formats:

<b>Word</b>	<b>PowerPoint</b>	<b>Excel</b>	<b>PDF</b>	<b>PNG</b>
<b>GIF</b>	<b>JPEG</b>	<b>TIF</b>	<b>BMP</b>	

Any print jobs sent via this service will be **deleted after 24 hours**. Your account will only be charged when the job is released from a printer.

## Accessing Web Printing

You can access our web printing from the following address. Just type the address into your browser's address bar:

[go.lsbu.ac.uk/webprint](http://go.lsbu.ac.uk/webprint)

**Please note:** This will not work in a search engine, only a web browser address bar..

Log in using your LSBU username and password, see below:



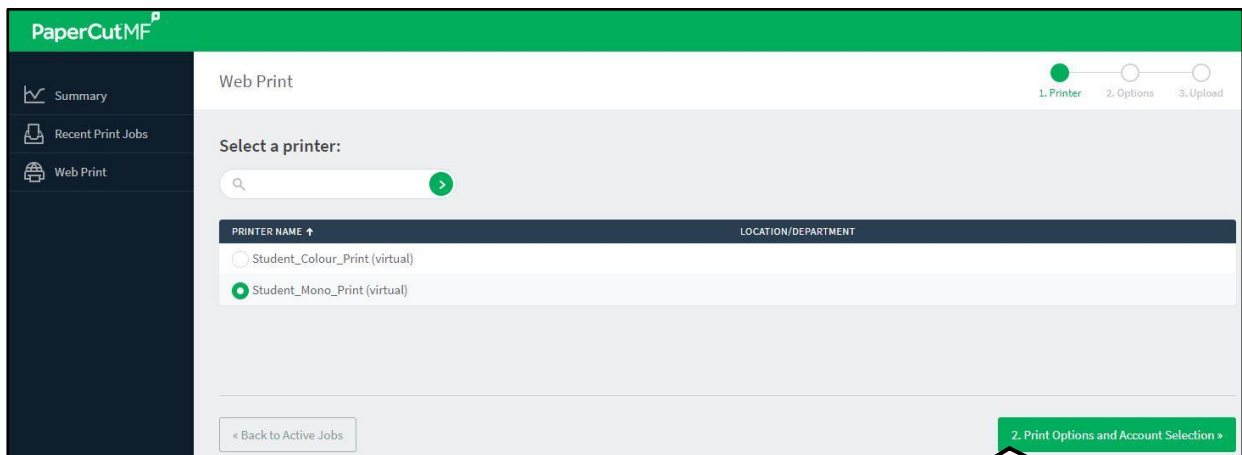
The image shows the login interface for PaperCut MF 18.1. It features a white central panel with a green border. At the top, the logo reads "PaperCut MF 18.1". Below the logo are three input fields: "Username", "Password", and "Language" (set to "English" with a dropdown arrow). A prominent green "Log in" button is located at the bottom of the panel.

## Uploading a file from a computer



The image displays the PaperCut MF web interface. On the left is a dark sidebar with a green header containing the "PaperCutMF" logo. The sidebar includes three menu items: "Summary" (with a line graph icon), "Recent Print Jobs" (with a printer icon), and "Web Print" (with a globe icon). The main content area is titled "Web Print" and contains the text "Web Print is a service to enable printing from a computer". A green button labeled "Submit a Job »" is highlighted with a callout box that says "2) Click on Submit a Job.". Another callout box points to the "Web Print" menu item in the sidebar, stating "1) Click on Web Print to get started." Below the "Submit a Job" button is a dark grey bar labeled "SUBMIT TIME" and a large white rectangular area for file uploads.

- 3) Select whether you want to print in Colour – **Student\_Colour\_Print (virtual)** or Black & White – **Student\_Mono\_Print (virtual)**.



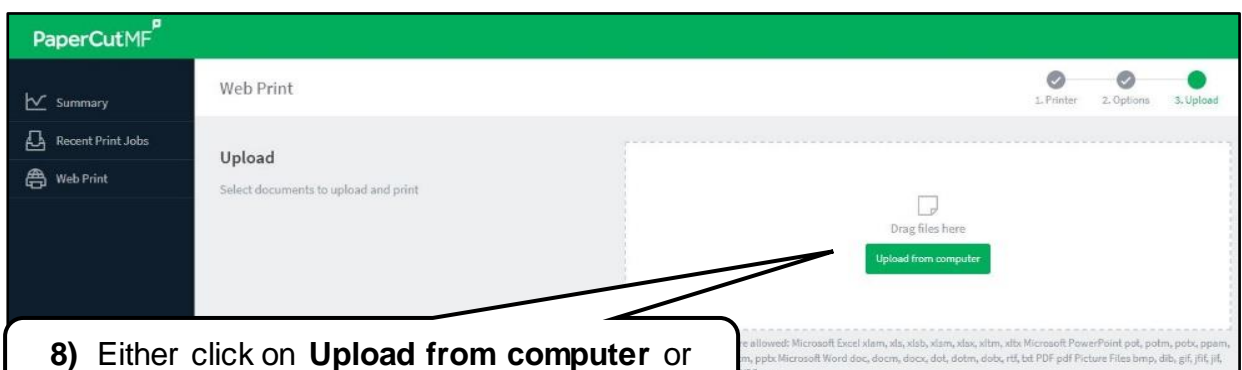
- 4) Click on **Print Options and Account Selection**.



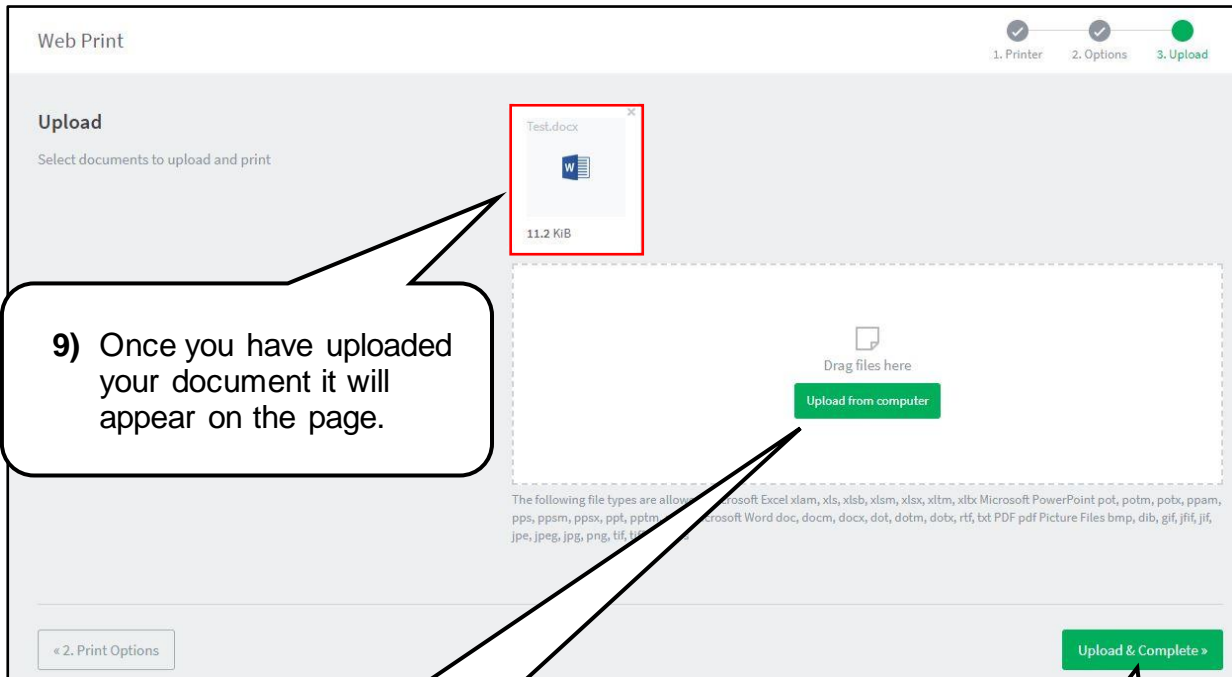
- 5) Choose how many copies you would like to print.

- 6) Click on **Upload Documents**.

- 7) Now you can upload your job.



- 8) Either click on **Upload from computer** or drag your file into the box.

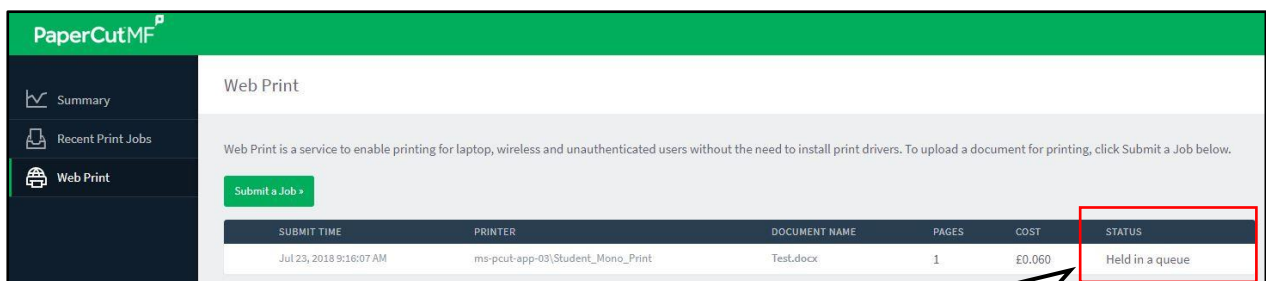


9) Once you have uploaded your document it will appear on the page.

10) You can upload more files if you wish. Just click on **Upload from computer** or drag another file.

11) When you have finished uploading your files click on **Upload & Complete**.

12) Once you have clicked on Upload & Complete your print job will get processed.



13) Keep an eye on the **Status**. Once it reads **Held in a queue** your job is ready to be collected from a printer.

## Loading Credit onto your print account

You must **add credit** to your Printing account before you will be able to collect print jobs from a printer. This can be done in two ways:

### Online

Students can go online and credit their printing account using a credit or debit card at the following address: [go.lsbu.ac.uk/printcredit](http://go.lsbu.ac.uk/printcredit)

You can also access this online payment system via your My LSBU login. Go to: [My LSBU > my profile > Pay Online.](#)

My Profile can be found at the top left of the page, next to your name.

Enter your student **username** and **password** and follow the instructions.

The screenshot displays the 'Online Payments' interface for London South Bank University. It includes a header with the university logo and name, and the text 'Online Payments'. Below this is a form titled 'Account Details' with input fields for 'Username' and 'Password', each with a red asterisk indicating a required field. Underneath is a 'Terms & Conditions' section with a checkbox and the text 'I accept the terms and conditions'. A green 'Continue >' button is positioned to the right of the checkbox. At the bottom of the form area, there is a 'Secured by Thawte' logo and the text 'ABOUT SSL CERTIFICATES'. The footer contains links for 'Accessibility | Terms & Conditions | Privacy | FOI | Cookies' and the copyright notice '© London South Bank University'.

### At our help desks

Staff at the Student IT Support or Library help desks can also add credit to your printing account.

**Please note:** we no longer take any cash, but you can pay with a credit or debit card.



If you require help with adding credit to your Printing account, please see the staff at the Student IT Support Helpdesk on 1 West or Library Help desk on 1 East of the Perry Library.

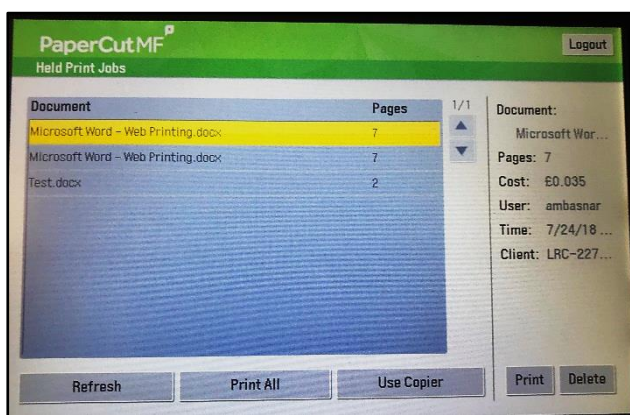
## Collecting your Print job from a Printer

- 1) Each printer has a card reader attached. **Log in** by placing your Student ID card on the card reader.

If you have forgotten your Student ID card, you can log in by selecting **username** and **password** on the screen and entering your details.



- 2) Once logged in your documents will be displayed.

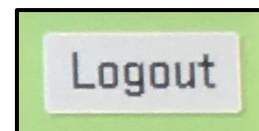


- 3) Select the document you wish to print. Once you have selected a document, you can see information about the print job including cost and number of pages. By checking these details first, you can save the cost and inconvenience of printing errors. If you have made a mistake you can **delete** the job

- 4) To print, select the relevant job and then press **Print**. If you want to print multiple jobs press **Print All**.

- 5) A confirmation window to say the job has been queued for printing will appear. Select **OK** to continue.

When you have finished printing **always make sure you log out**. Press the **logout button on the screen** to log out. The login screen will appear again.



For further information and support contact:  
 Tel: 020 7815 6678  
 Email: [student-it-support@lsbu.ac.uk](mailto:student-it-support@lsbu.ac.uk)  
 Visit: Student IT Support, 1 West, Perry Library.