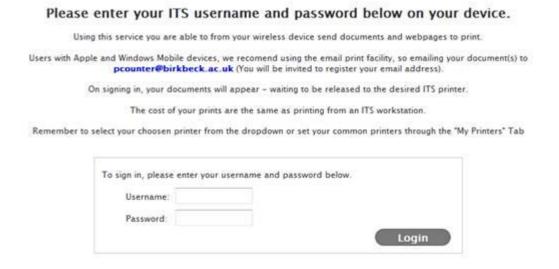
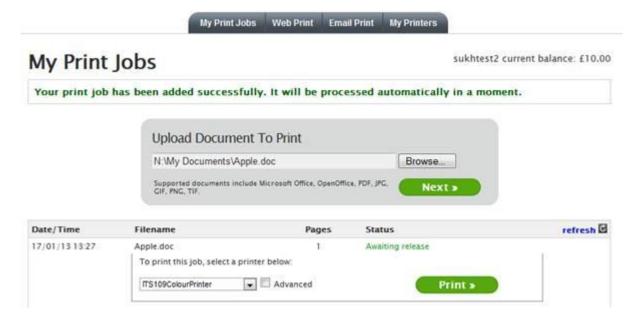
## Using the Wireless printing portal

This portal does not work on mobile devices. If you are on a mobile device, use the PCounter email option instead.

1. Connect to the <u>wireless printing portal</u> and enter your username and password to log in.



You will see the 'My Print Jobs' tab where you can select your emailed document and click print.



Selecting the advanced tick box gives you a few additional options, for example selecting which pages to print.

**3.** If you want to print a web page, click on the 'Web print' tab, and enter the web address (URL) of the page you want, and once selected you are returned to the 'My Print Jobs' tab and can again choose your printer and document to print.

On this page you can also (if you are using a Windows laptop) upload a document directly from your device to the printing system, for printing.

My Print Jobs Web Print Email Print My Printe	My Print Jobs	Web Print	Email Print	My Printer
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## Web Print

Use Web Print to print by uploading a document or entering a Web address.



Note: Printing a URL will print the web page as you would see it in a web browser. If you have specific parts of a web page you want to print (eg an email) it is recommended you save the page and print it as a document.

**4.** If you are planning to use the service regularly, it is recommended you log in and set up your commonly used printers. If you set these you will only see these printers under the print jobs in the 'My Print Jobs' tab.



## My Printers

Below are all the printers available to you. If you only use a few of the printers below, you can select them as favorite printers, and even add your own nickname for each, for example "Printer in blue building". Then only your favorite printers will show, making it easier to print frequently.

Favorite	Description:	Your printer nickname (optional):
	ITS Room 109 B/W Printer	
	ITS Room 109 Colour Printer	
	ITS Room 411 B/W Printer	
	ITS Room 412 B/W Printer	
	ITS Room 422 B/W Printer	
	ITS Room 423 B/W Printer	
	ITS Room 457 B/W Printer	
	ITS Room 536 B/W Printer	
	ITS Room G26 B/W Printer	
	ITS Room G26 Colour Copier	
	Library ATA B/W Printer	
	Library B/W Photocopiers	
	Library Colour Photocopiers	