

## IS&T Directorate

# Wireless Printing Guide

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### Document Revision History

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1.0	Published	VG	Initial document created	24/08/2017

## Purpose of document

This guide explains how to print over Wi-Fi network using your own PC or MAC at High Wycombe and Uxbridge campuses.

## Requirements

The user needs to have a valid Bucks New University student ID & password, print credit in their printing accounts and computers and connected to “eduroam” Wi-Fi network to print.

## Initiating your card

Printing is linked to your Student ID Card.

You will need to initiate it first by visiting one of the printer machines.

Initiate the card at the machine by tapping it through on the card reader and following the instructions



## Print Credit

You need to credit your central printing account by using your credit or debit card.

You can add credit to your account for printing at <https://epayment.bucks.ac.uk/print/>. You can also visit the library desk to credit your account.

Charges for printing, copying and scanning can be found at the Library.

## Step-by-step instructions – How to print using eduroam Wi-Fi network

1. Log into the web site: <https://myprint.bucks.ac.uk>

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

Username:

Password:

Enter your username and password

2. On the main **My Print Jobs** page, upload the document you want to print by clicking on **Browse** to find and select your file, then click **Next**

### My Print Jobs

Upload Document To Print


G:\Cheddar Bacon Ranch Pulls.pdf

Supported documents include Microsoft Office, OpenOffice, PDF.

You can only upload document file types that are supported which are given below:

- Microsoft Office
- Open Office
- RTF
- PDF

The document will be processed and once complete it will be listed below

Date/Time	Filename	Pages	Status	<a href="#">refresh</a> 
13/09/11 11:18	Cheddar Bacon Ranch Pulls.pdf	3	Awaiting release	
<p>To print this job, select a printer below:</p> <p><input type="button" value="PrintQ"/> <input type="checkbox"/> Advanced</p>				

3. To release your document/s to the printer click on the **PrintQ** button. If you want to change any of the printer settings then click on the **Advanced** tick box, this will open the advanced options:

In this panel you can:

- Change the number of copies
- Change which pages to print
- Change the orientation of the document
- Print in black/white only

PrintQ  Advanced
 

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 Number of copies: 


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 Print from page  to 


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

- None
- Long-side (most common)
- Short-side

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 Print in black/white even if document contains color:

4. After you have clicked on the PrintQ button your document status will be updated to:

Date/Time	Filename	Pages	Status	<a href="#">refresh</a>
13/09/11 11:40	Cheddar Bacon Ranch Pulls.pdf	3	Awaiting release	
<b>Your print job has been sent to the selected printer successfully.</b>				

5. After a few seconds the status should update itself again to:

Date/Time	Filename	Pages	Status	<a href="#">refresh</a>
13/09/11 11:40	Cheddar Bacon Ranch Pulls.pdf	3	Printed	
<b>Your print job has been sent to the selected printer successfully.</b>				

Even though the status has changed to **Printed** you still have to go to a student printer and login to release your job.

6. Log into any student printer and release the document.