BUCKINGHAMSHIRE
NEW UNIVERSITY
EST. 1891

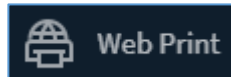Service Desk
IT@bucks.ac.uk
01494-605000

Quick Start Guide

How to use Web Print

Web print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. This function is available to all BNU students and staff across all university campuses. All devices from which a print job is submitted need to be connected to the eduroam wireless network.

Students need to ensure they have sufficient credit to print before releasing a document. Print credits can be added by choosing the **Add Credit** option once logged into My Print.

Add Credit

1) Go to https://myprint.bucks.ac.uk and log in with your Bucks username and password. Choose the option for **Web Print** in the left-hand column.

Web Print

2) Here you can view recent print jobs along with any current documents in your queue, click **Submit a Job** to begin

Submit a Job »					
SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
09-Oct-2019 20:46:20	buchwvsrv0578\CentralQ	Screenshot 2019-10-09 at 20.25.17.png	1	£0.01	Finished: Queued for printing

3) You will see printers relevant to your person type, choose one then click **Print Options and Account Selection** to continue
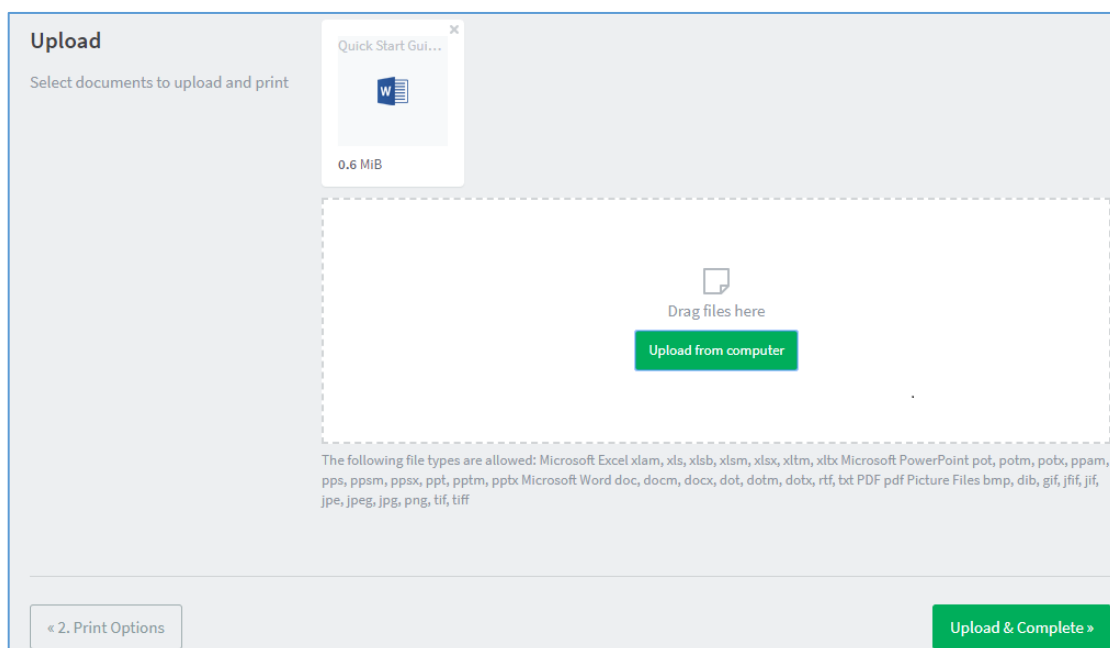
PRINTER NAME ↑	LOCATION/DEPARTMENT	
bucayvsrv0577\CentralQ (virtual)	Aylesbury	Staff
bucayvsrv0577\PrintBW (virtual)	Aylesbury	Student
bucayvsrv0577\PrintColour (virtual)	Aylesbury	Student
buchwvsrv0578\CentralQ (virtual)	High Wycombe	Staff
buchwvsrv0578\PrintBW (virtual)	High Wycombe	Student
buchwvsrv0578\PrintColour (virtual)	High Wycombe	Student
bucuxvsrv0579\CentralQ (virtual)	Uxbridge	Staff
bucuxvsrv0579\PrintBW (virtual)	Uxbridge	Student
bucuxvsrv0579\PrintColour (virtual)	Uxbridge	Student

« Back to Active Jobs   2. Print Options and Account Selection »

4) Choose how many copies you require and click **Upload Documents**

5) Browse for or drag and drop the required documents, click **Upload & Complete**

6) Your print job(s) will now appear in the list as per below. Once the job has the status of **'Held in a queue'** it can be released from the printer by tapping your card and choosing the onscreen **Print release** option.

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
09-Oct-2019 21:01:23	buchwvsrv0578\PrintBW	Quick Start Guide.dotx	2	£0.06	Held in a queue
09-Oct-2019 20:46:20	buchwvsrv0578\CentralQ	Screenshot 2019-10-09 at 20.25.17.png	1	£0.01	Finished: Queued for printing

Please report any issues to the IT Service Desk via the following methods:

Phone: 01494-605000 (Option 1) or extension 5000 for internal users
Email: IT@bucks.ac.uk
Walk in: High Wycombe: Level 2 in the Gateway Building
Uxbridge: Level 1 in the Library