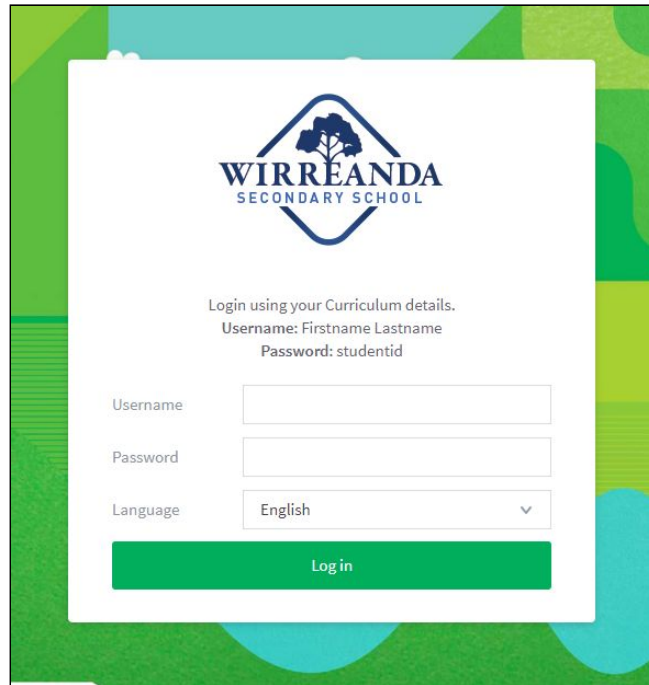
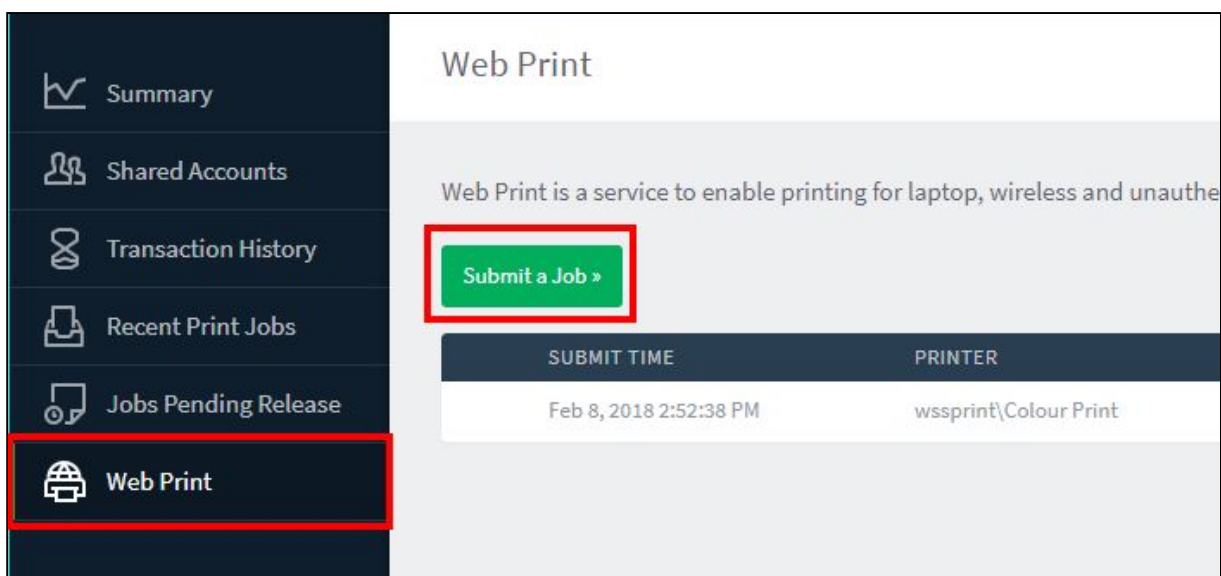


ICT: How to Web Print

- 1) Open an internet browser and type in the following URL: <http://wssprint:9191> Login using your **Curriculum user account**. (**Username:** FirstName LastName **Password:** studentid)



- 2) Click the **Web Print** link in the navigation menu.
- 3) Click **Submit a Job** to start the Web Print wizard.



SUBMIT TIME	PRINTER
Feb 8, 2018 2:52:38 PM	wssprint\Colour Print

- 4) Select the desired printing queue then click **Print Options and Account Selection**.
(Student Printers are located in the Learning Hub, Tech, and Senior Space)

Web Print 1. Printer 2. Options 3. Upload

Select a printer:


PRINTER NAME ↑	LOCATION/DEPARTMENT
<input type="radio"/> wssprint\A3 Print (virtual)	Follow Me Printing
<input type="radio"/> wssprint\Black-White Print (virtual)	Print Release Anywhere
<input type="radio"/> wssprint\Colour Print (virtual)	Print Release Anywhere

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

- 5) Next, you need to select how many **copies** you want, then click on **Upload Document**.
- 6) Afterwards, you need to upload your document you want to print. This is done by selecting **Upload from computer** or dragging the file into the box.

Web Print 1. Printer 2. Options 3. Upload

Upload
Select documents to upload and print



Drag files here

Upload from computer

The following file types are allowed: Microsoft Excel xlam, xls, xlsx, xlsm, xlsx, xltm, xltbx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps

« 2. Print Options Upload & Complete »

- 7) Once the file has been added, select **Upload & Complete**.
- 8) Once the file has been uploaded, you will see a table with your print job waiting.

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

Submit a Job »

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Feb 9, 2018 8:54:27 AM	wssprint\Colour Print	Presentation1.pptx	1	\$0.06	Held in a queue
Feb 8, 2018 3:12:14 PM	wssprint\Colour Print	testing.docx	1	\$0.01	Cancelled: Cancelled at release station

When the status reads **'Held in a queue'** you can go to the printer, login (using your **Student ID number**) and release your jobs.