

# Using WebPrint

Documents can either be submitted to the WebPrint portal by email or uploaded directly to the WebPrint portal.

## Emailing your documents

From a mobile device first email what you want to print to [webprint@westminster.ac.uk](mailto:webprint@westminster.ac.uk). Then visit <http://webprint.westminster.ac.uk>, and skip step 4 and 5 on the instructions below.

Note:

Members of staff must use your Office 365 email address.

Students must use your primary email address, which can be verified on SRSWeb.

## Uploading your documents

If you're printing from your home desktop or laptop you can upload it straight to the webprint portal following steps 1–7 below.

## Printing via the WebPrint portal

First go to <http://webprint.westminster.ac.uk>

1. After the University login screen, you'll see the WebPrint homepage. You can change the menu language by selecting the language, denoted by flags located at the top of the page.

Make printing fast and easy by selecting only the printers you normally use!

### 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):
<b>Corporate Services 101 &amp; 120 NCS Printers</b>		
<input type="checkbox"/>	101 & 120 NCS - Webprint B/W Printing Only	<input type="text"/>
<input type="checkbox"/>	101 & 120 NCS - Webprint Colour Printing Only	<input type="text"/>
<b>Harrow Printers</b>		
<input type="checkbox"/>	HAR-Webprint B/W Printing Only	<input type="text"/>
<input type="checkbox"/>	HAR-Webprint Colour Printing Only	<input type="text"/>
<b>Marylebone Printers</b>		
<input type="checkbox"/>	MRD-Webprint B/W Printing Only	<input type="text"/>
<input type="checkbox"/>	MRD-Webprint Colour Printing Only	<input type="text"/>
<b>New Cavendish Street Printers</b>		
<input type="checkbox"/>	NCS-Webprint B/W Printing Only	<input type="text"/>
<input type="checkbox"/>	NCS-Webprint Colour Printing Only	<input type="text"/>
<b>Regent / LTS / Wells Street Printers</b>		
<input type="checkbox"/>	RCT-Webprint B/W Printing Only	<input type="text"/>
<input type="checkbox"/>	RCT-Webprint Colour Printing Only	<input type="text"/>

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2. Select the tab ' My Printers'.  
Select the printers you will use most frequently and save your selection. You only need to do this once. These will become your preferred printers.

3. Select the tab 'My print jobs'. If you've emailed your document, you'll see it here, otherwise follow the instructions below.
4. To upload a document for printing, select 'Browse...' and select the document to be uploaded for printing. Then select 'Next'.

### Upload Document To Print

Browse...

No file selected.

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT. For other formats, use [Driver Print](#).

Next »

5. You should now see a message 'Your print job has been added successfully. It will be processed automatically in a moment'.
6. Select 'Advanced Options' to specify the required number of copies and specific page range to be printed.

**Note:** To ensure that you are charged correctly for your printing – you must select a black and white printer or colour printer accordingly. If the 'Print in black/white even if a document contains colour' option is selected, then the document will be chargeable as a colour print job.

Using WebPrint – Copy.docx
3
Awaiting release
Delete

To print this job, select a printer below:

101 & 120 NCS - Webprint B/W Printing Only
Advanced

Number of copies:

Print from page  to

Double-sided print (works only if the printer supports duplex):
   
 None
   
 Long-side (most common)
   
 Short-side

Print in black/white even if document contains color:

Print »

7. When you have chosen the required printer, click on 'Print'.

Filename	Pages	Status
Webprint.pdf	86	Awaiting release

To print this job, select a printer below:

NCS-Webprint B/W Printing Only
Advanced

Print »

8. You can now go and collect your printing by touching your ID card on the Kyocera printer.