UNIVERSITY OF WESTMINSTER⌗

Printing
from a University computer

Ensure the relevant print queue is selected
PC: WMIN-PRINT   or   MAC: WMIN-PRINT-MAC

The printing default is: Black & White and double-sided
To change these defaults, select alternative print settings within your document

For Mac printing, select either B&W or Colour presets

1
Ensure you have printed using the correct print queue
PC: WMIN-PRINT
MAC: WMIN-PRINT-MAC

2
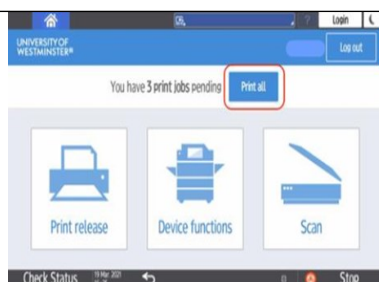Tap your ID card on the reader or enter your University username and password

PRINT ALL DOCUMENTS

3
Select Print All on the main screen, then Logout (step 6)

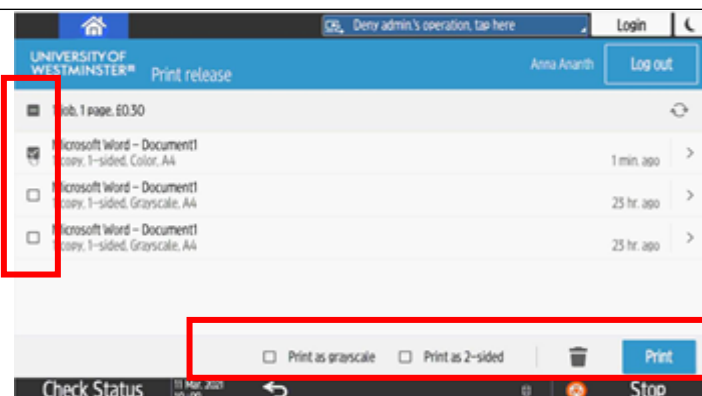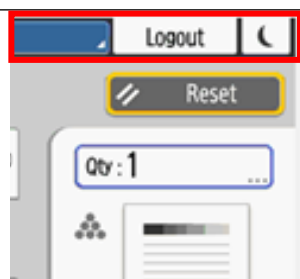**CHOOSE THE DOCUMENTS TO PRINT**

4
Select
Print Release

5
Your documents will display on the screen. Press the required ones so a tick appears beside them. You can change the prints to B&W, double-sided or delete them at the device.

Select print

6
Select Logout from the top right-hand corner **or** touch your card on the reader again

Ensure you have sufficient credit
Top up at:
printportal.westminster.ac.uk

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COPYING

The default copying setting is Black & White and single-sided

To change to colour, select Auto Colour Select on the left-hand side of the copy screen

Popular features are on the copy screen

More advance options are available under the tabs at the bottom on the copy screen

1
Tap your ID card on the reader or enter your University username and password

2
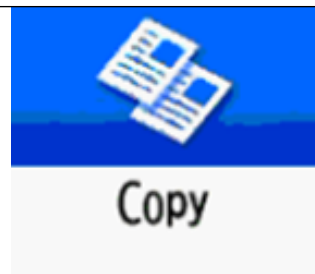Place your documents face up in the feeder or face down on the glass

3
Select
Device Functions

Device functions

4
Select Copy
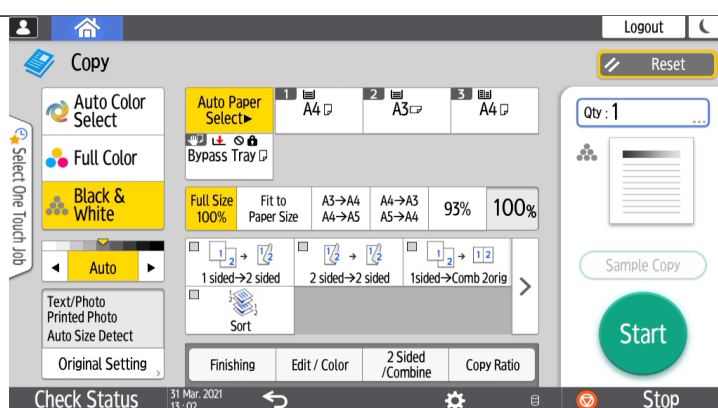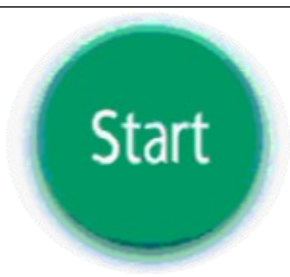

Copy

5
The copy screen allows you to select the required basic settings

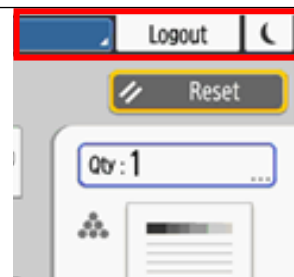More options are available under additional options at the bottom of the screen

| Finishing | Edit / Color | 2 Sided /Combine | Copy Ratio |

6
Press the Start button to begin copying

Start

7
Select Logout from the top right-hand corner **or** touch your card on the reader again

Ensure you have sufficient credit

Top up at: printportal.westminster.ac.uk

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Scanning
to your University Email

The scan can be saved as a PDF, JPEG or TIFF

Scans can only be saved to your University email account

1

Tap your ID card on the reader or enter your University username and password

2

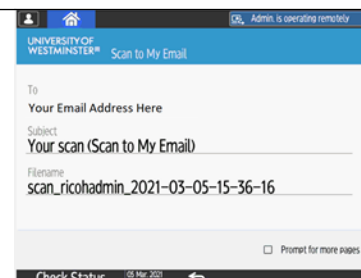Place your documents face up in the feeder or face down on the glass
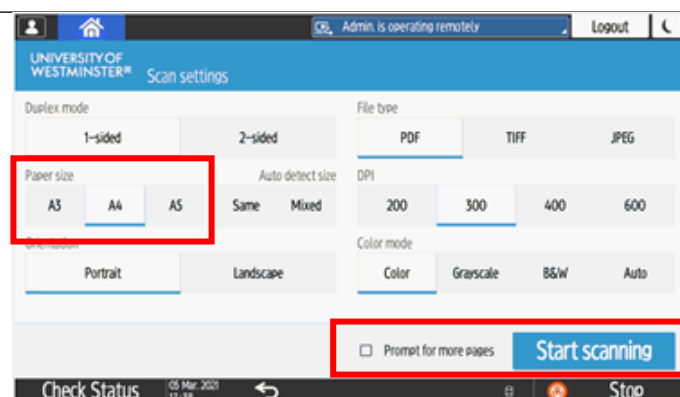

3

Select Scan

4

You can change your filename and subject of your email

5
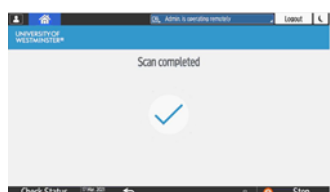
The copy screen allows you to select the required basic settings

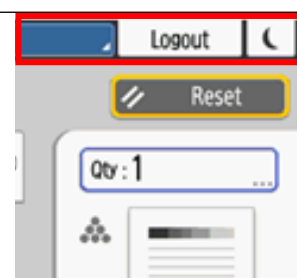More options are available under additional options at the bottom of the screen

6

When scanning is finished, you can select another function or log out

7

Select Logout from the top right-hand corner **or** touch your card on the reader again

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Printing
from a USB memory stick

You can print a PDF or JPEG directly from your memory stick

1
Tap your ID card on the reader or enter your University username and password

2
Put your USB Memory Stick into the port on the left-hand side of the screen

3
Select
Device Functions

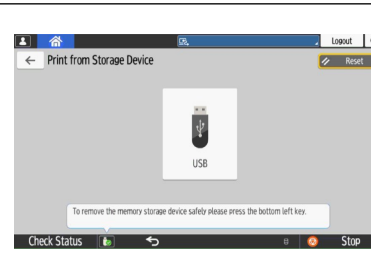**4**
Select
Print/Scan (Memory Storage Device)
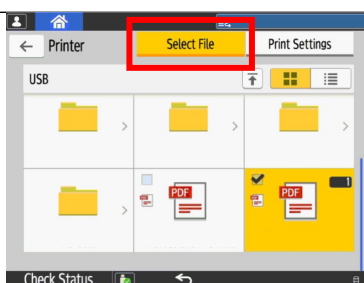
5
Select
Print from Storage Device
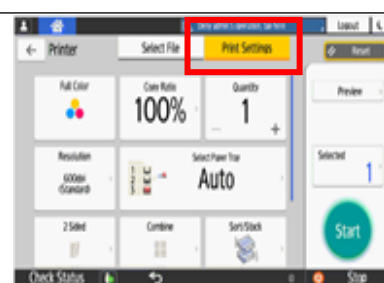
6
Select
USB on the screen

7
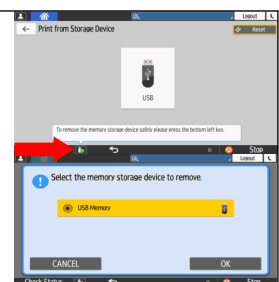Select the file(s) you want to print

8
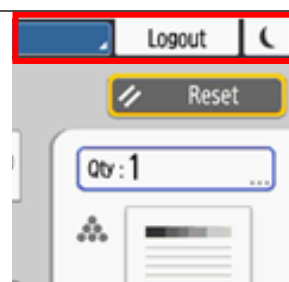Select Print Settings to make any changes when finished press Start

9
When finished, press the USB icon. Press the device to remove and then press OK and close

10
Select Logout from the top right-hand corner **or** touch your card on the reader again

Ensure you have sufficient credit

Top up at: printportal.westminster.ac.uk

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Scanning
to a USB memory stick

The scan can be saved as a PDF, JPEG or TIFF

1
Tap your ID card on the reader or enter your University username and password

2
Put your USB Memory Stick into the port on the left-hand side of the screen

3
Select
Device Functions

4
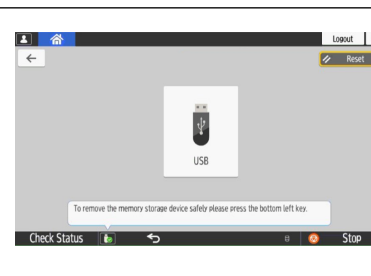Select
Print/Scan (Memory Storage Device)
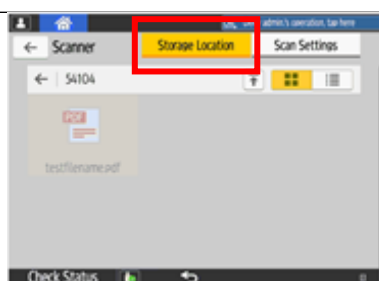
5
Select
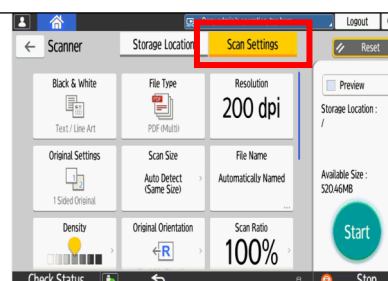Scan to Storage Device

6
Select
USB on the screen

7
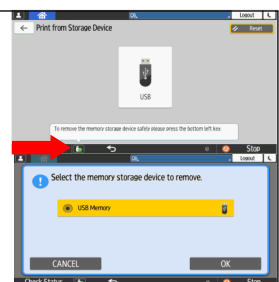Select the scan location

8
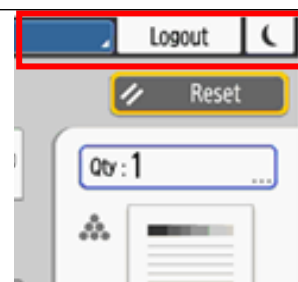Select Scan Settings to make any changes when finished press Start

9
When finished, press the USB icon. Press the device to remove and then press OK and close

10
Select Logout from the top right-hand corner **or** touch your card on the reader again

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Printing
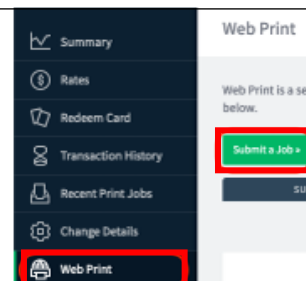## from your own device

Step 1
Preparing your print jobs

1

Login to the PrintPortal. Sign in at:

printportal.westminster.ac.uk

and upload your documents

2

From the left hand pane, choose Web Print then choose Submit a job

3

Select the correct format for your print job, i.e. A4, A3, B&W, double-sided, etc

|	
prt-lspl-1\Webprint-R1-A4-BW-Single-Sided (virtual)	Ricoh Devices - This option will print A4, Black & White and Single Sided
prt-lspl-1\Webprint-R2-A4-BW-Duplex (virtual)	Ricoh Devices - This option will print A4, Black & White and Duplex
prt-lspl-1\Webprint-R3-A4-Colour-Single-Sided (virtual)	Ricoh Devices - This option will print A4, Colour and Single Sided
prt-lspl-1\Webprint-R4-A4-Colour-Duplex (virtual)	Ricoh Devices - This option will print A4, Colour and Duplex
prt-lspl-1\Webprint-R5-A3-BW-Single-Sided (virtual)	Ricoh Devices - This option will print A3, Black & White and Single Sided
prt-lspl-1\Webprint-R6-A3-BW-Duplex (virtual)	Ricoh Devices - This option will print A3, Black & White and Duplex
prt-lspl-1\Webprint-R7-A3-Colour-Single-Sided (virtual)	Ricoh Devices - This option will print A3, Colour and Single Sided
prt-lspl-1\Webprint-R8-A3-Colour-Duplex (virtual)	Ricoh Devices - This option will print A3, Colour and Duplex

4

Select the number of copies you want to print and then select Upload Documents
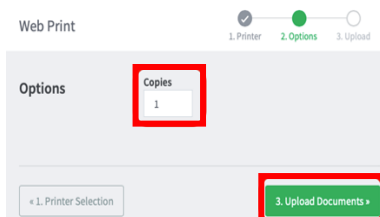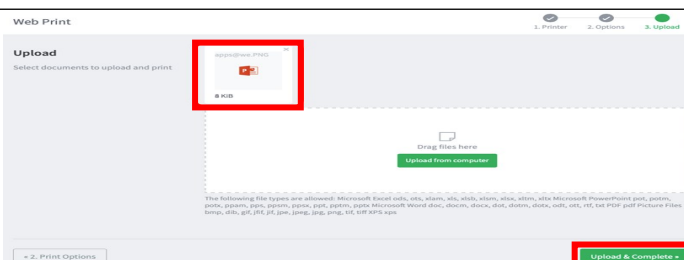
5

Drag and drop the file or upload from your computer then select Upload and Complete
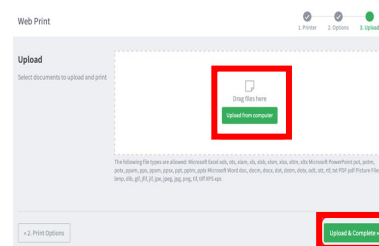
6

Your uploaded document will appear in the Webprint dialog, then select Upload and Complete

7 The print job will be processed. When it's ready to be printed, it will show Held in a queue

When at the campus,
you can release the document
at the printer using your
University card

Printing
from your own device

Step 2
Retrieving your uploaded Print Jobs
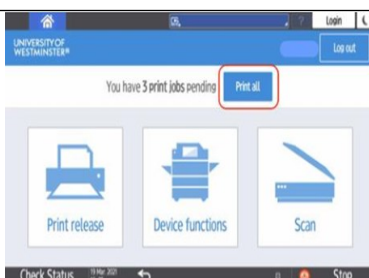
PRINT ALL DOCUMENTS

1

Tap your ID card on the reader or enter your University username and password

2

Select Print All on the main screen, then Logout (step 4)
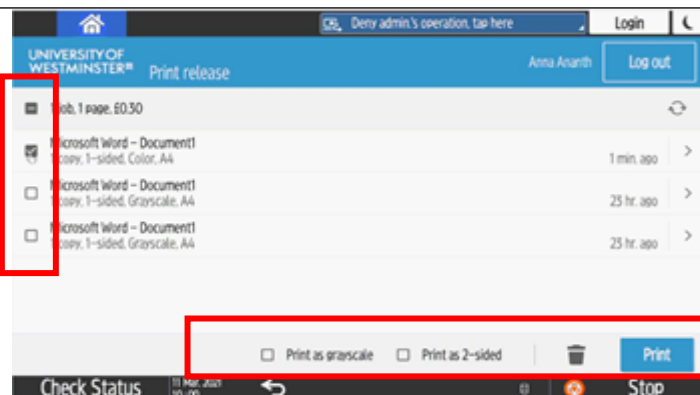
CHOOSE THE DOCUMENTS TO PRINT

2

Select
Print Release

3

Your documents will display on the screen. Press the required ones so a tick appears beside them. You can change the prints to B&W, double-sided or delete them at the device.

Select print

4

Select Logout from the top right hand corner **or** touch your card on the reader again

Ensure you have sufficient credit

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