

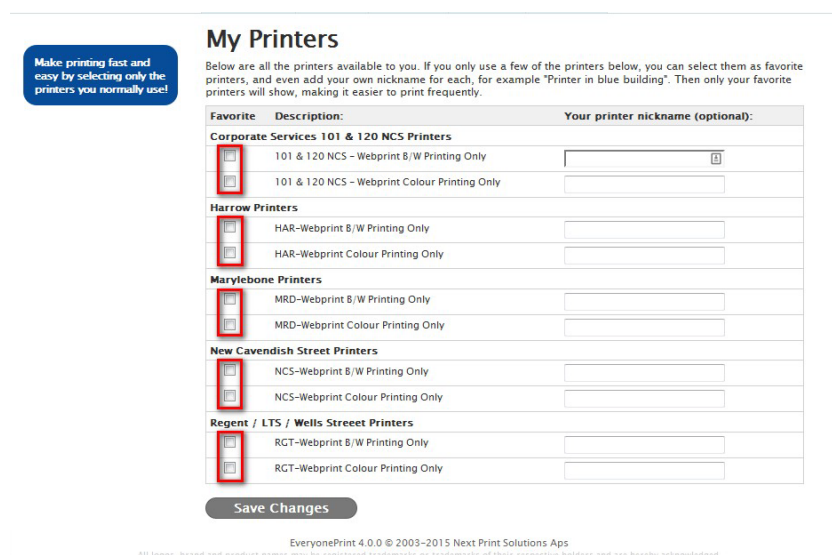
Using WebPrint

Documents can either be submitted via Email Print, Airprint for iOS or uploaded via the WebPrint portal.

- To print via the WebPrint, please use the link below:
<http://webprint.westminster.ac.uk>
- To print a document from a mobile device, send the email or document to webprint@westminster.ac.uk and then navigate to the WebPrint portal to release the document to a specific printer. (*note: if printing via this method, then please skip to step 6*) Alternatively, users can print directly from Apple iOS devices using [AirPrint](#).

NOTE: Staff should use their Office 365 email address.
Students must use their primary email address, which can be verified on SRSWeb.

- Select the **My Printers** tab.
- My Printers** – Select the most frequently used printers and save the changes.



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

Save Changes

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- Select the **My Print Jobs** tab.

If a document has been emailed, then it will be listed here. Alternatively, follow the instructions on the next page.

- Click on the 'Browse...' button, select the document to be uploaded for printing and click **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 »

- A message below will be displayed, confirming that the document has been uploaded successfully.

Your print job has been added successfully. It will be processed automatically in a moment.

- Advanced Options – specify the required number of copies and specific page range to be printed.

Note: *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**. Therefore, the relevant B/W and Colour printers should be used.*

 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 »

- Select the required site printer where the document is to be printed and then 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 »

The documents will now be available by touching your ID card on any Kyocera printer.