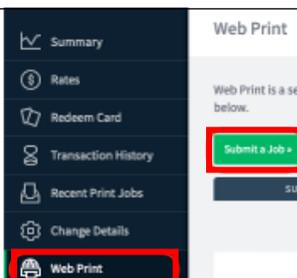


Printing from your own device

Step 1 Preparing your print jobs

1 Login to the PrintPortal. Sign in at: **printportal.westminster.ac.uk** and upload your documents

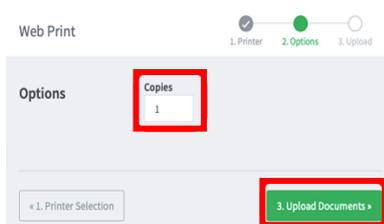
2 From the left hand pane, choose Web Print then choose Submit a job



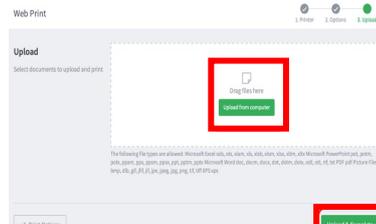
3 Select the correct format for your print job, i.e. A4, A3, B&W, double-sided, etc

<input type="radio"/> prt-lspl-1\Webprint-R1-A4-BW-Single-Sided (virtual)	Ricoh Devices - This option will print A4, Black & White and Single Sided
<input type="radio"/> prt-lspl-1\Webprint-R2-A4-BW-Duplex (virtual)	Ricoh Devices - This option will print A4, Black & White and Duplex
<input type="radio"/> prt-lspl-1\Webprint-R3-A4-Colour-Single-Sided (virtual)	Ricoh Devices - This option will print A4, Colour and Single Sided
<input type="radio"/> prt-lspl-1\Webprint-R4-A4-Colour-Duplex (virtual)	Ricoh Devices - This option will print A4, Colour and Duplex
<input type="radio"/> prt-lspl-1\Webprint-R5-A3-BW-Single-Sided (virtual)	Ricoh Devices - This option will print A3, Black & White and Single Sided
<input type="radio"/> prt-lspl-1\Webprint-R6-A3-BW-Duplex (virtual)	Ricoh Devices - This option will print A3, Black & White and Duplex
<input type="radio"/> prt-lspl-1\Webprint-R7-A3-Colour-Single-Sided (virtual)	Ricoh Devices - This option will print A3, Colour and Single Sided
<input type="radio"/> prt-lspl-1\Webprint-R8-A3-Colour-Duplex (virtual)	Ricoh Devices - This option will print A3, Colour and Duplex

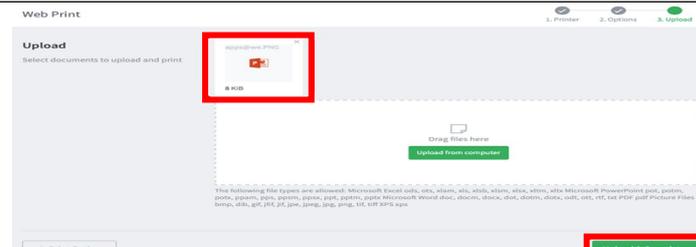
4 Select the number of copies you want to print and then select Upload Documents



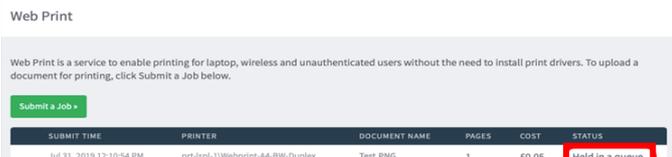
5 Drag and drop the file or upload from your computer then select Upload and Complete



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



SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Jul 31, 2019 12:10:54 PM	prt-lspl-1\Webprint-A4-BW-Duplex	Test.PNG	1	£0.05	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)

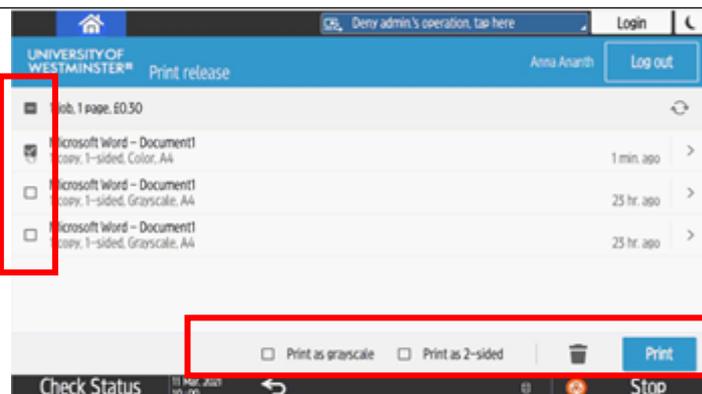


CHOOSE THE DOCUMENTS TO PRINT

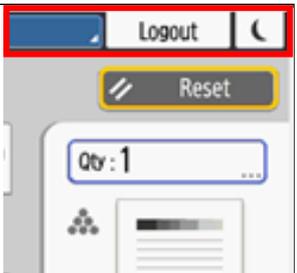
2
Select Print Release



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
Top up at:
printportal.westminster.ac.uk