How can I use Web Print?

To use Web Print,

- 1. logon to the new print accounting system
- 2. click on the Web Print menu on the left
- 3. Follow the wizard to upload document to print.

When the printer receives the print job, the job will show up in the transaction history.

Below are the detail steps:

- 1. Visit <u>https://netprint.ust.hk/</u> .
- 2. Input your ITSC Network account name and password, and select your preferred language for the netprint interface.

(←) → Login (→) → https://netprint.ust.hk/app (→) → → → ☆ × (→) → ↓	×	↑ ★ 幕
資訊科技服務中心 To access the ITSC NetPrint Service, please enter your ITSC Network Account and password. Username Password Language English User interface language Log in		

3. Click on "Web Print" hyperlink as below.

https://netprin	t.ust.hk/app 🔎 🗕 🗟 🖒	× 💆 PaperCut NG : S	Summary ×	n ★ 1
ITSC NetPrint Ser	vice			
Summary	C			
Rates	Summary			
Transaction History	Username	(ITSC, Te	st Account)	
Recent Print Jobs		Assigned \$5	50.53	
Web Print	Balance	Purchased \$2	28.00	
Log Out		\$7	8.53	
	Total print jobs	62		
	Total pages	132		

4. Click on "Submit a job" hyperlink as below.

← → ≝ https://netp	print-ust.hk/app;sessionid=lueujejqnejw?servi ک ک 🔒 🗟 🖒 🗶 💆 PaperCut NG: Web Print 🛛 🖌 🔒 🗋 🖒 🖄
ITSC NetPrint S	ervice
Summary Rates	Web Print
Transaction History Recent Print Jobs	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.
Web Print	** Uploaded document will be deleted after printing **
Log Out	Submit a Job »
	Submit Time Printer Document Name Pages Cost Status
	No active jobs

5. Select one of the printer as below (**Figure 1**). Or you can search the printer with its description (e.g. coffeeshop) in the textbox as below (**Figure 2**) and click "Find Printer" button.

Figure 1

imary	Web Print	
25	Web Plint	
saction History		1. Printer 2. Options 3. Up
ent Print Jobs		
Print	Select a printer:	
Out	Quick Find:	Find Printer
	8 (12)	
	Printer Name	Location/Department
	Ccms42\BarnAC1 - Color	BARN
	C ccms42\BarnAL1 - Duplex	BARN
	Ccms42\BarnAL2 - Duplex	BARN
	C ccms42\BarnAL3 - Duplex	BARN
	ccms42\BarnAL4 - Duplex	BARN
	ccms42\BarnAL5 - Duplex	BARN
	Ccms42\CoffeeShop - Color Duplex	Academic Concourse
	Ccms42\LTJ - Color Duplex	LTJ
	Ccms42\UGHall1 - Color Duplex	UG HALL 1
	Ccms42\UGHall2 - Color Duplex	UG HALL 2

Figure 2

Summary Rates	int.ust.hk/app?service=action/1/UserWebPri				<u>†</u> †
Transaction History			1. Printer	2. Options	3. Upload
Recent Print Jobs					
Web Print	Select a printer:				
og Out	Quick Find: coffeeshop	Find Printer			
	. • • 1 2 • •				
	Printer Name		Locati	ion/Department	:
	ccms42\BarnAC1 - Color		BARN		
	ccms42\BarnAL1 - Duplex		BARN		
	ccms42\BarnAL2 - Duplex		BARN		
	ccms42\BarnAL3 - Duplex		BARN		
	ccms42\BarnAL4 - Duplex		BARN		
	ccms42\BarnAL5 - Duplex		BARN		
	ccms42\LTJ - Color Duplex		נדו		
	Ccms42\UGHall1 - Color Duplex		UG HALL 1		
	ccms42\UGHall2 - Color Duplex		UG HALL 2		
	ccms42\UGHall3 - Color Duplex		UG HALL 3		

You may notice the printer default setting (e.g. Color, duplex) near the printer name.

Ccms42\UGHall1 - Color Duplex UG HALL 1	ccms42\UGHall1 -	Color Duplex		UG HALL 1
---	------------------	--------------	--	-----------

6. Then, scroll to the bottom, click on the button "Print options and account selection".

Ccms62\BARNCL2 - Duplex	BARN
Ccms62\BARNCL4 - Duplex	BARN
Ccms62\BARNCL5	BARN
ccms62\CoffeeShop - Duplex	Academic Concourse
© ccms62∖KX	
« Back to Active Jobs	2. Print Options and Account Selection »

7. Select the quantity of copies, and click on the button "Upload Document" as below.

← → ℓ https://netp	int.ust.hk/app
ITSC NetPrint Se	ervice
Summary Rates Transaction History	Web Print 1. Printer 2. Options 3. Upload
Recent Print Jobs	
Web Print	Options
Log Out	Copies: 1
	« 1. Printer Selection 3. Upload Document »

8. Click on button "Browse..." and select your document. Please note that ONLY pdf, xps, Word, PowerPoint or Excel file format is allowed and no advance print options (e.g. Multiple pages per sheet). After selecting your file, click on "Upload & Complete" as below.

A Star	int.ust.hk/app	・ ク マ 畠 図 ♂ × 「_ PaperCut NG : Web Print >			
ITSC NetPrint Se					
Summary Rates Transaction History	Web Print		1. Printer	2. Options	3. Upload
Recent Print Jobs Web Print Log Out	Select a document to upload C:\Users\. KU Brown The following file formats are	wse			
	Application / File Type	File Extension(s)			
	Microsoft Office Excel	xlam, xls, xlsb, xlsm, xlsx, xltm, xltx			
	Microsoft Office PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt,	pptm, pptx		
	Microsoft Office Word	doc, docm, docx, dot, dotm, dotx			
	Microsoft XPS	xps			
	PDF	pdf			
	« 2. Print Options			Upload &	Complete »

9. You should see your document status as below. Please wait a moment while conversion.

ITSC NetPrint So	ervice
Summary	Your document was successfully submitted. See the table below to track its status.
Rates	
Transaction History	Web Print
Recent Print Jobs	
	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.
Log Out	need to instan print drivers. To upload a document for printing, click Subline a 500 below.
	** Uploaded document will be deleted after printing **
	Submit a Job »
	Submit Time Printer Document Name Pages Cost Status
	Sep 11, 2012 2:18:22 ccms42\UGHall1 - Color mobile friendly workplace.pdf Submitting
	Sep 11, 2012 2:11:04 ccms52/UGHall1 - Black the death of bob diamond's PM Duplex dream.pdf 5 \$1.30 Finished: Queued for printing

10. When the status changed to "Finished" as below, you should be able to collect your handout from the printer.

Summary	Web Print					
Rates	WebFillit					
Transaction History			for laptop, wireless and u			
Recent Print Jobs	need to install print	drivers. To upload a	document for printing, cl	ick Submi	it a Jo	b below.
	** Uploaded docum	ent will be deleted a	fter printing **			
Log Out						<u>Submit a Job</u>
Log Out	Submit Time	Printer	Document Name	Pages	Cost	<u>Submit a Job</u> Status
Log Out	Submit Time Sep 11, 2012 2:18:22 PM	Printer ccms42\UGHall1 - Color Duplex	Document Name mobile friendly workplace.pdf			

11. Please click on "Log Out" hyperlink after finished.

