



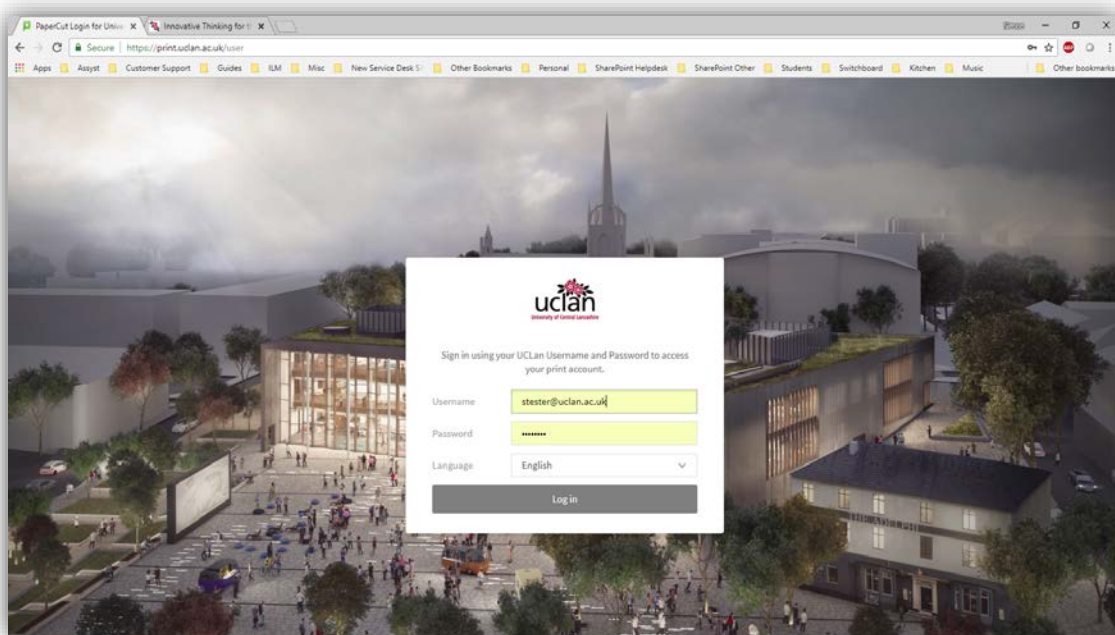
Konica Printers

How to use Web Print

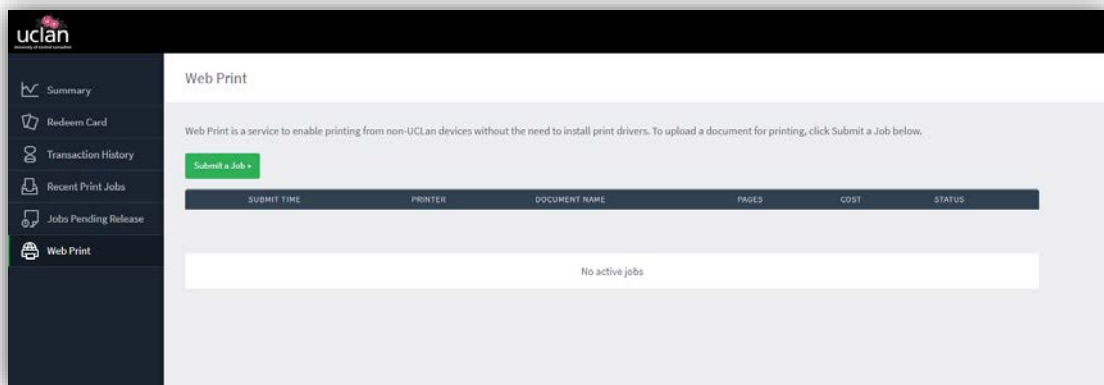
Web Print

Web Print allows documents to be sent from non-UCLan devices to any of the new Konica devices on campus.

Open a web browser and browse to <https://print.uclan.ac.uk>



Select **Web Print** from the left hand menu then select the green **Submit a Job** button





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Select the appropriate queue – **lps-201\StudentPrint-BW (virtual)** for Black and White printing or **lps-201\StudentPrint-Col (virtual)** for Colour printing. Then select the green **2. Print Options and Account Selection** button

Web Print

1. Printer 2. Options 3. Upload

Select a printer:

PRINTER NAME ↑	LOCATION/DEPARTMENT
<input type="radio"/> lps-202\StudentPrint-BW (virtual)	Virtual
<input type="radio"/> lps-202\StudentPrint-Col (virtual)	Virtual

« Back to Active Jobs

2. Print Options and Account Selection »

Enter the number of required copies. **Note:** If you select multiple documents in the next step, they will all print the number of times selected here.

Web Print

1. Printer 2. Options 3. Upload

Options

Copies

1

« 1. Printer Selection

3. Upload Documents »

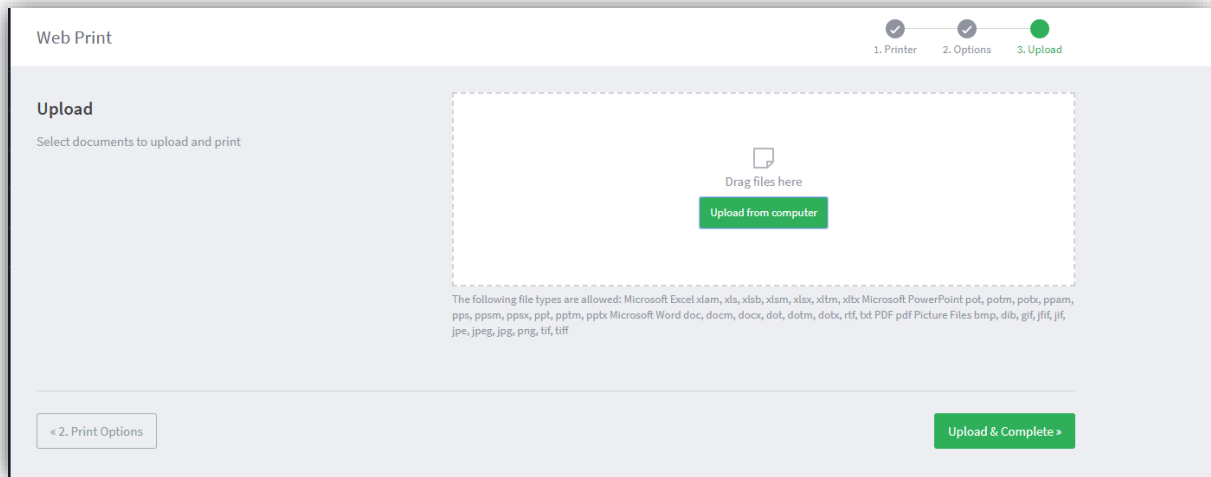


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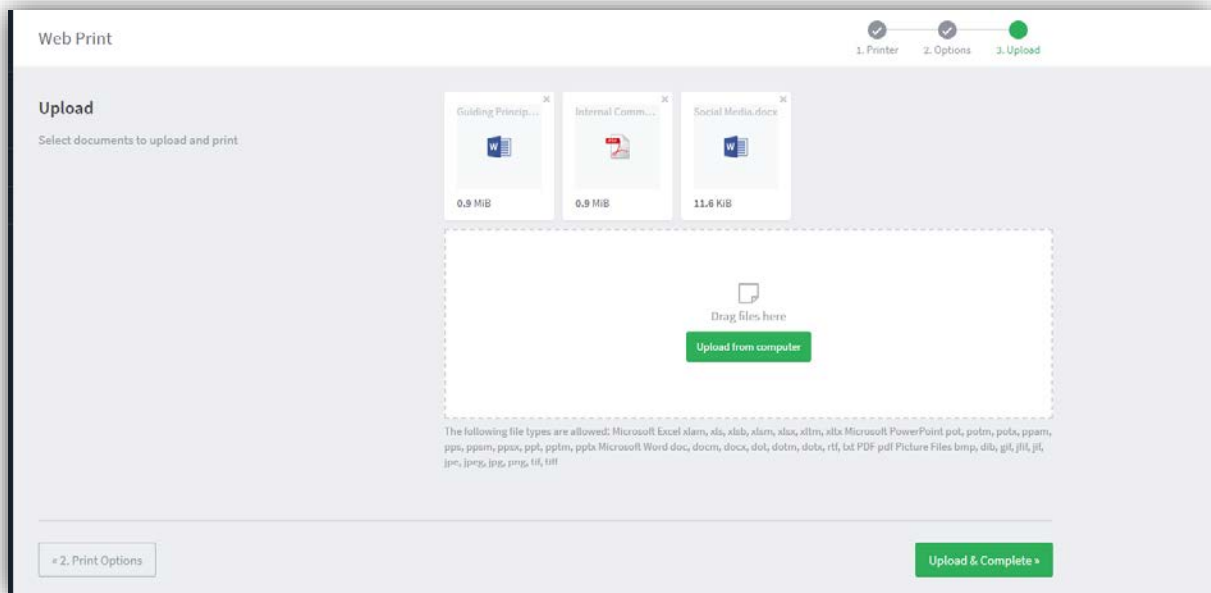
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For help and assistance call
Support
+44(0)1772 895355
liscustomersupport@uclan.ac.uk

Drag and drop your document (or documents) or select the green **Upload from computer** to upload the document (or documents) you wish to print.



When finished, select the green **Upload & Complete** button.





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The final screen shows confirmation of your submitted jobs. They can be printed from any of the new Konica devices on campus.

Web Print

Web Print is a service to enable printing from non-UCLan devices without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job >](#)

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Jul 26, 2018 11:11:16 AM	lps-202(StudentPrint-BW)	dfgdfgdfgdfgdfg.docx	1	£0.00	Held in a queue