Users can now submit print jobs from their personal computer through an Internet browser to the uPrint queue.

Allowed file types:

The following file types are	allowed:
Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xlsm, xlsx, xltm, xltx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
Picture Files	bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff
XPS	xps

Steps to print:

- 1. Go to https://uprint.exeter.edu
- 2. Login with your username and password



3. On the main landing page, tap **Web Print**

PaperCutMF				darchambault 🗸
₩ Summary	Summary			
Bernet Print Jobs	PRINT JOBS	ð	PAGES	D
\smile	919		4,888	

4. Tap Submit Job

PaperCutMF			
₩ Summary	Web Print		
Recent Print Jobs	Web Print is a service to enable	printing for laptop, wirele	ess and unauthenticated users
🖨 Web Print	printing, click Submit a Job bel	ow.	
	Submit a Job »		
	SUBMIT TIME	PRINTER	DOCUMENT NAME

5. Select a printer: prt\uPRINT_Exeter (double-sided) OR prt\uPRINT_SIMPLEX (single-sided) After selecting printer, tap Print Options....

L MF		
₩ Summary	Web Print	1. Printer 2. Options 3. Upland
Recent Print Jobs	Select a printer:	
🐣 Web Print	Q 0	
	PRINTER NAME +	LOCATION/DEPARTMENT
		Double sided, 8 1/2 × 11 paper
	prt\uPRINT_SIMPLEX (virtual)	uPRINT queue for single sided printing
	* Back to Active Jobs	2. Print Options and Account Selection >

6. Tap Upload Documents

PaperCutMF		
🗠 Summary	Web Print	2. Printer 2. Options 2. Uptical
Recent Print, Jobs	Options	Copies 1
	<1. Pinter Selection	

 Drag or Upload from computer (browse to file location). After uploading document(s), tap Upload & Complete

Note: if printing a document from Google Drive, it must be a .pdf.

Upload	ATLESSESSER.d.
Select documents to upload and print	0
	12.4 KB
	D
	Drag files here Ustical from computer
	The following the types are allowed: Microsoft Excet stam, sits, sith, stam, sits, sith Microsoft ProverFront pot, potm, pots, pages, p
< 2. Print Options	Upload & Complete >

8. Tap Upload Documents

• •		1. Printer 2. Options 1. Lipford
Options	Copies 1	
« 1. Printer Selection		3. Upload Documents •

 You will see your document(s) in the queue. Go to any public printer with your ID card to release

PaperCutMF						darchambault s
Summary	Web Print					
Recent Print Jobs	Web Print is a service	to enable printing for laptop	, wireless and unauthentic	ated users wit	hout the n	eed to install
Heb Print	print drivers. To uplo.	ad a document for printing, c	lick Submit a Job below.			
Web Print	print drivers. To uplo	ad a document for printing, c	lick Submit a Job below.			
🖨 Web Print	print drivers. To uplo Submit a Job + SUEMIT TIME	ad a document for printing, c	lick Submit a Job below. DOCUMENT NAME	PAGES	COST	STATUS

If you have any questions, please contact the ITS Support Desk at <u>itservices@exeter.edu</u> or ext. 3693 or 603-777-3693.