

Web Printing – uPrint.exeter.edu

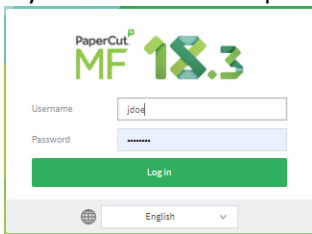
Users can now submit print jobs from their personal computer through an Internet browser to the uPrint queue.

Allowed file types:

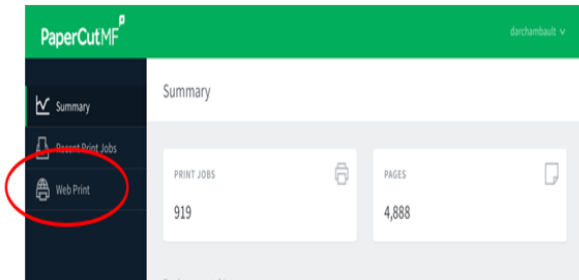
Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsx, xltm, xlsx, xltm, xlsx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
Picture Files	bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif,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

Steps to print:

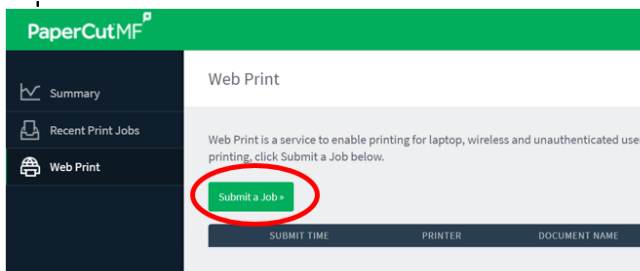
1. Go to <https://uprint.exeter.edu>
2. Login with your username and password



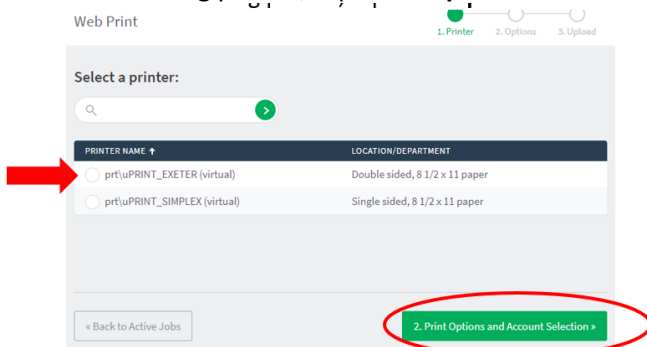
3. On the main landing page, tap **Web Print**



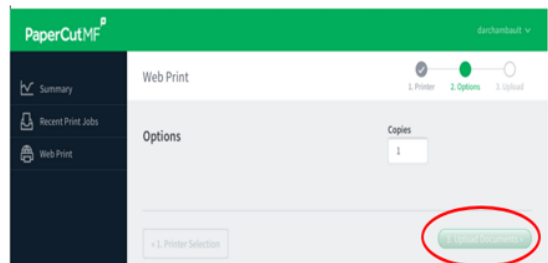
4. Tap **Submit Job**



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

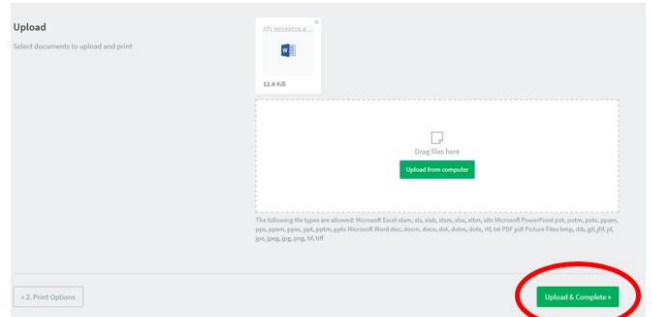


6. Tap **Upload Documents**

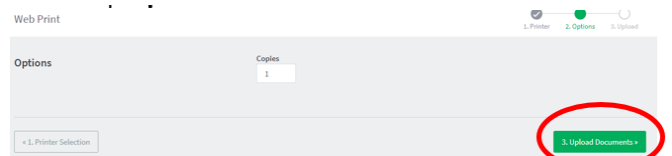


7. Drag or **Upload from computer** (browse to file location). After uploading document(s), tap **Upload & Complete**

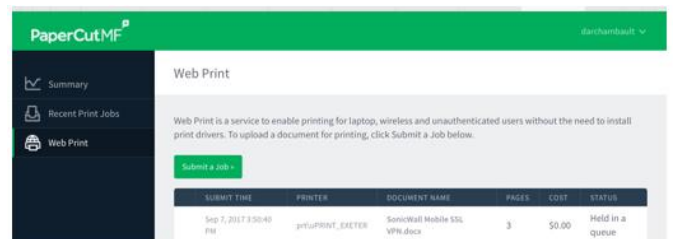
Note: if printing a document from Google Drive, it must be a .pdf.



8. Tap **Upload Documents**



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



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