



How to WebPrint



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How to Use Wireless Printing

Login

1. Use your favorite browser and go to <http://print.webster.ac.at>
2. Type Username and Password

Username: *Student*
Staff and
Faculty

Student ID Number
FIRSTNAME.LASTNAME

Password:

Password is the same as you login to the computers

You have successfully logged out.
To sign in, please enter your username and password below.

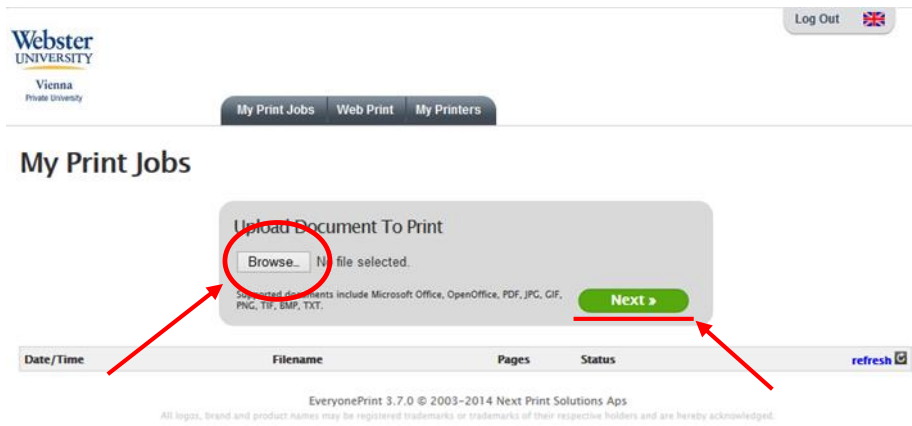
Username:

Password:

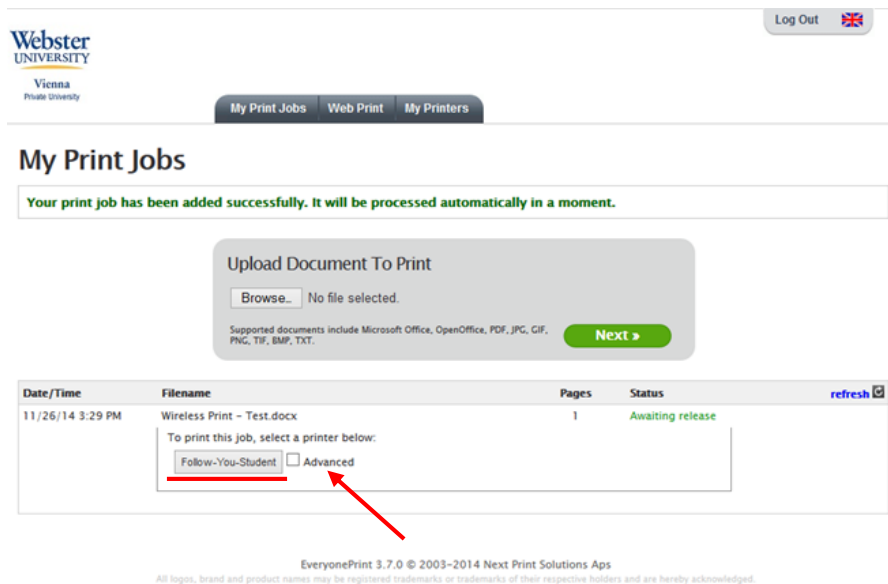
Login

My Print Jobs

1. Upload a file and press **Next**

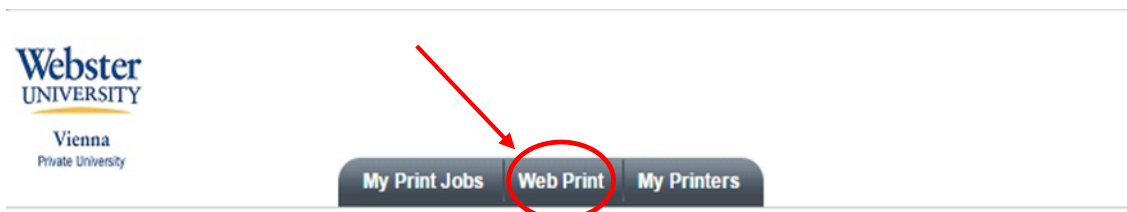


2. Set advanced settings by clicking on **Advanced** (more details are explained later)
3. Select a printer to print the file

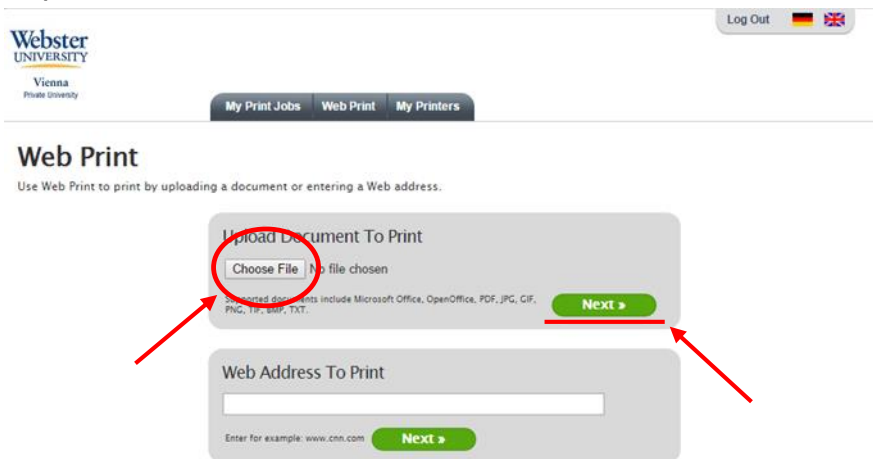


Web Print

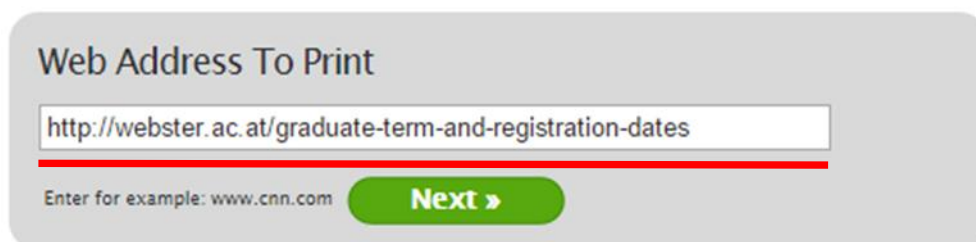
1. Press Web Print



2. Upload a file to print and Press Next



3. You can also print directly from a website type a link address into the **Web Address To Print** tab and press **Next**



Print Settings

1. Click on **Advanced** to set:
 - Number of copies
 - Selected pages
 - Double-sided printing
 - Black and white/Color printing

The screenshot shows the Webster University print management interface. At the top, there is a navigation bar with 'My Print Jobs', 'Web Print', and 'My Printers' buttons. Below this is the 'My Print Jobs' section, which contains a message: 'Your print job has been added successfully. It will be processed automatically in a moment.' Below the message is an 'Upload Document To Print' section with a 'Browse...' button and a 'Next >' button. The main part of the interface is a table of print jobs. The first job is 'Wireless Print - Test.docx' with 1 page and a status of 'Awaiting release'. A red arrow points to the 'Advanced' checkbox in the print settings dialog box for this job. The dialog box is open, showing options for 'Number of copies' (set to 1), 'Print from page' (set to 1 to 1), 'Double-sided print' (set to None), and 'Print in black/white even if document contains color' (unchecked).

Date/Time	Filename	Pages	Status	refresh
11/26/14 3:29 PM	Wireless Print - Test.docx	1	Awaiting release	<input type="checkbox"/>

Advanced print settings for 'Wireless Print - Test.docx':

- To print this job, select a printer below: Follow-You-Student Advanced
- Number of copies: 1
- Print from page 1 to 1
- Double-sided print (works only if the printer supports duplex):
 - None
 - Long-side (most common)
 - Short-side
- Print in black/white even if document contains color:

Selecting the printer

1. Select a printer to print the file
Students make sure to select **Follow-You-Student** printer

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Log Out

My Print Jobs Web Print My Printers

My Print Jobs

Your print job has been added successfully. It will be processed automatically in a moment.

Upload Document To Print

Browse... No file selected.

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT. [Next >](#)

Date/Time	Filename	Pages	Status	refresh
11/26/14 3:29 PM	Wireless Print - Test.docx	1	Awaiting release	
To print this job, select a printer below:				
<input type="radio"/> Follow-You-Student <input type="checkbox"/> Advanced				

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My printers

Press My Printers

Make printing easy and fast by selecting only the printers you normally use!

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Log Out

My Print Jobs Web Print **My Printers**

My Printers

Below are all the printers available to you. If you only use a few of the printers below, you can select them as favorite printers, and even add your own nickname for each, for example "Printer in blue building". Then only your favorite printers will show, making it easier to print frequently.

Favorite	Description:	Your printer nickname (optional):
Student		
<input checked="" type="checkbox"/>	Follow-You-Student	<input type="text"/>

[Save Changes](#)

Note for Apple Products' Users

Please convert/export files to one of the file-types supported by system before sending them to the printer, for example files in Pages must be exported to either DOC or PDF.

Only the following file-types are supported by the system:

Microsoft Office, PDF, JPG, GIF, PNG, TIF, BMP, and TXT.

