

Christ Church College



Web Print

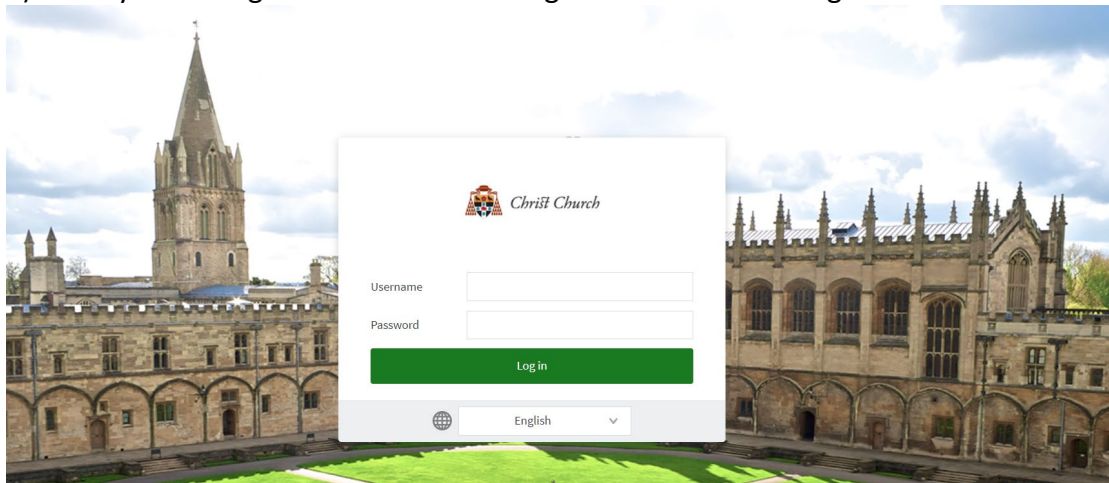
Web Print is a service that allows you to print from any internet enabled device through a web browser. It supports various popular file types and for a full list please see the screenshot at point 8.

To use Web Print, please follow the instructions below:

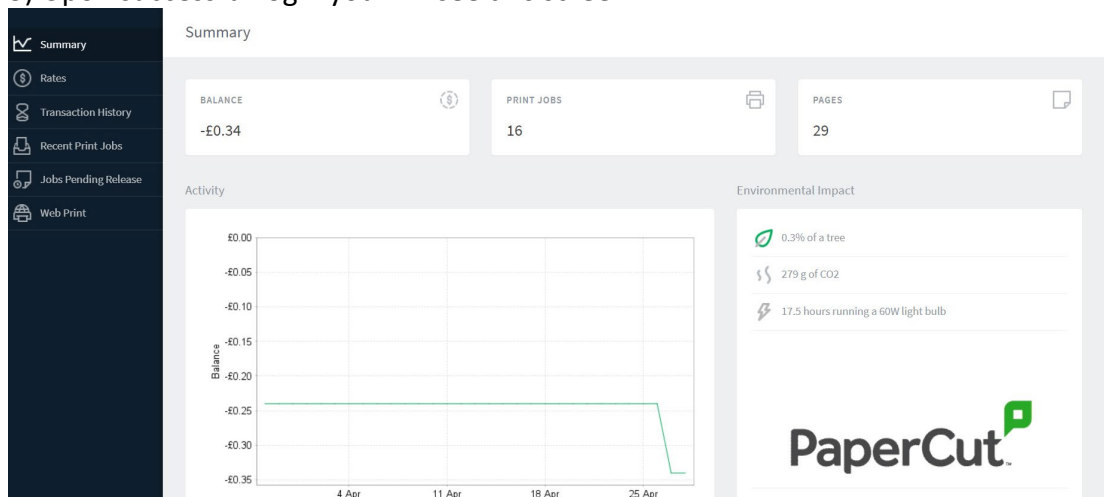
- 1) Open up a web browser and navigate to the following link by pressing CTRL + the link below:

[CHCH Webprint](#)

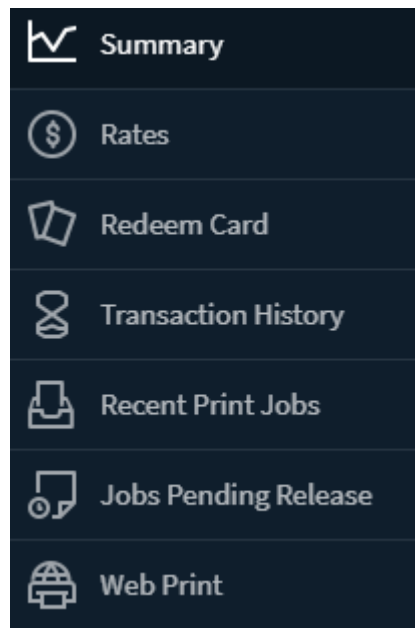
- 2) Enter your College username and College Password. Click Log in.



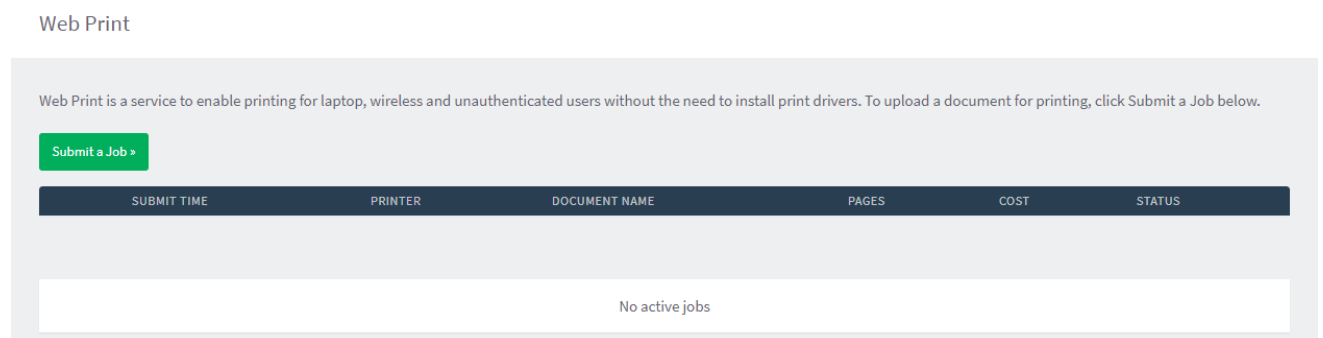
- 3) Upon successful login you will see this screen.



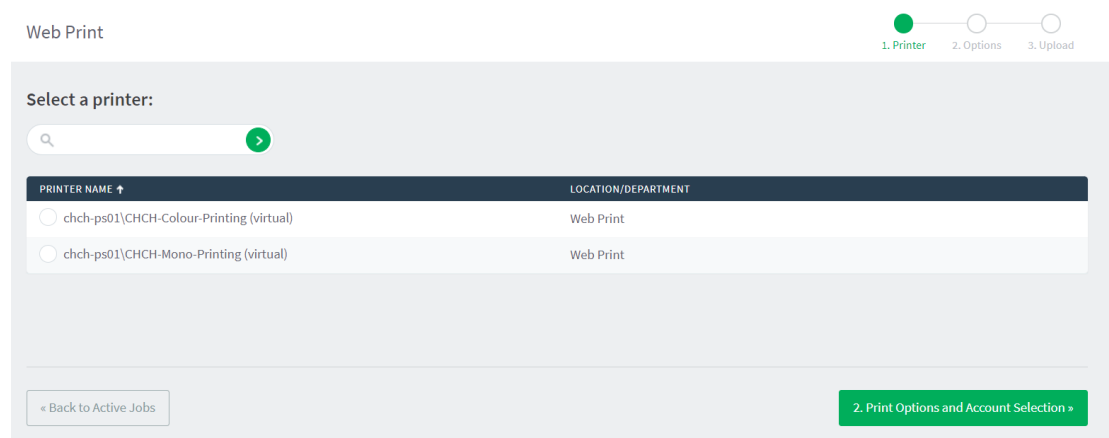
4) On the left hand menu click **Web Print**.



5) Click **Submit a Job**



6) Select the print queue you want i.e. Colour or Mono and then click on '2. Print Options and Account Selections'



7) Type in how many copies you require, then click **3.Upload Documents**.

Options

Copies:

8) Click **Upload from computer...** to select your document that you wish to upload/print.

Web Print

1. Printer 2. Options 3. Upload

Upload
Select documents to upload and print

Drag files here

Upload from computer

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

« 2. Print Options **Upload & Complete »**

9) Select the file that you want to print, then click **Open**:

Choose File to Upload

Libraries > Documents

Organize New folder

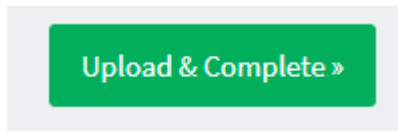
Some library features are unavailable due to unsupported library locations. Click here to learn more...

Name	Date modified	Type
My Documents (6)		
Custom Office Templates	18/11/2013 17:27	File folder
My Music	27/01/2014 14:32	File folder
My Pictures	27/01/2014 14:38	File folder
My Videos	27/01/2014 14:32	File folder
Video	27/01/2014 14:35	Microsoft

File name: All Files (*.*)

Open Cancel

10) Click **Upload and Complete**:



11) The document will now go off for processing. After a **few seconds to a minute** (depending on the size of the file) the status will change and display to **Held in a queue**. Your print job is now ready and waiting to be printed.

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Apr 28, 2022 4:42:05 PM	chch-ps01\CHCH-Colour-Printing	Untitled.jpg	1	£0.12	Held in a queue

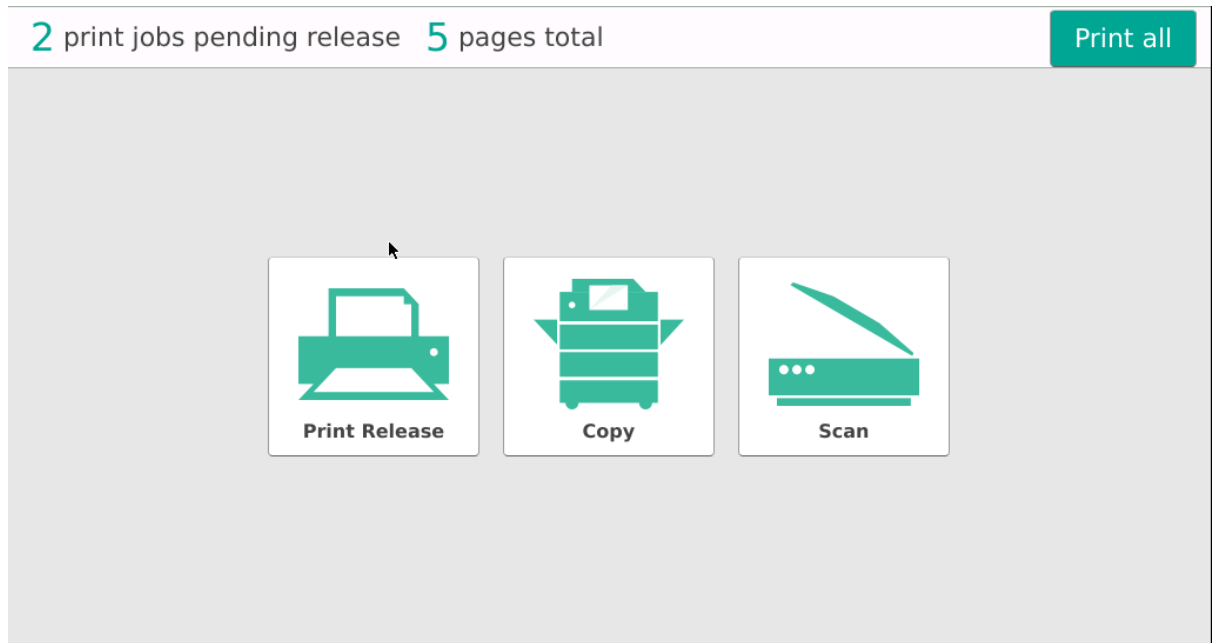
You will now be able to go to any of the college Photocopiers tap your University card to release your print job.



Card Reader



This will authenticate you with the system and allow you to release your print jobs.

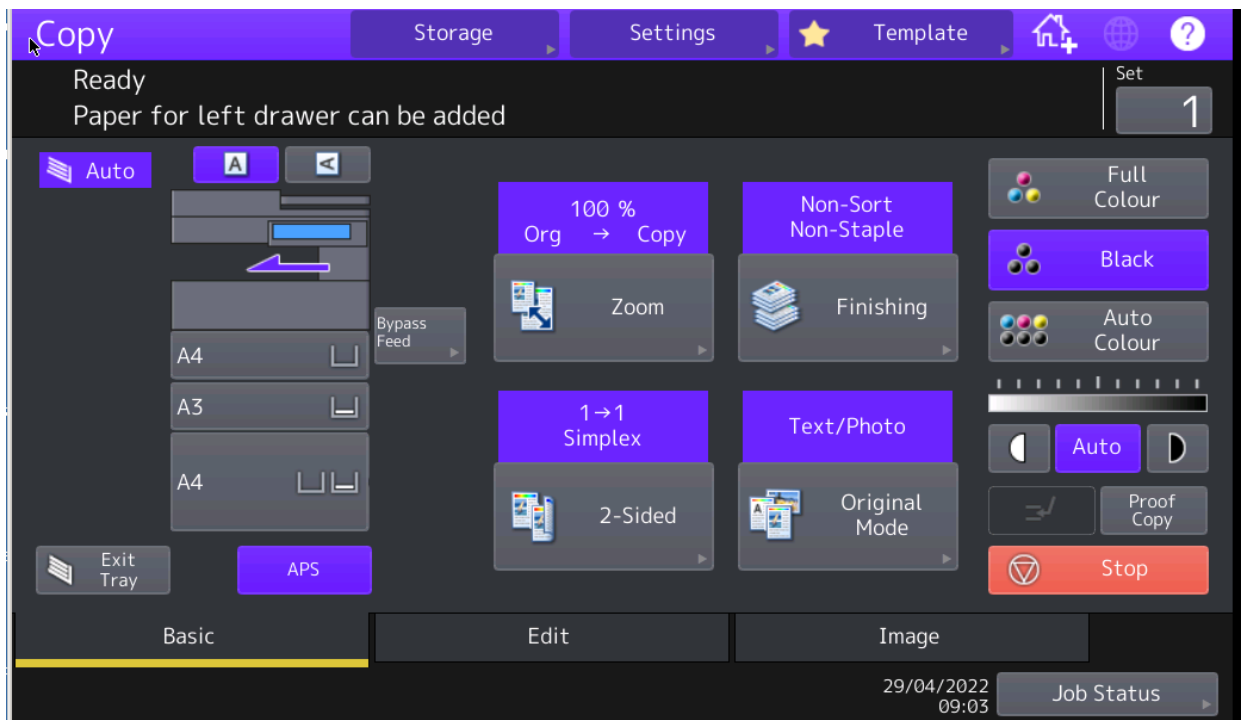


Either click:

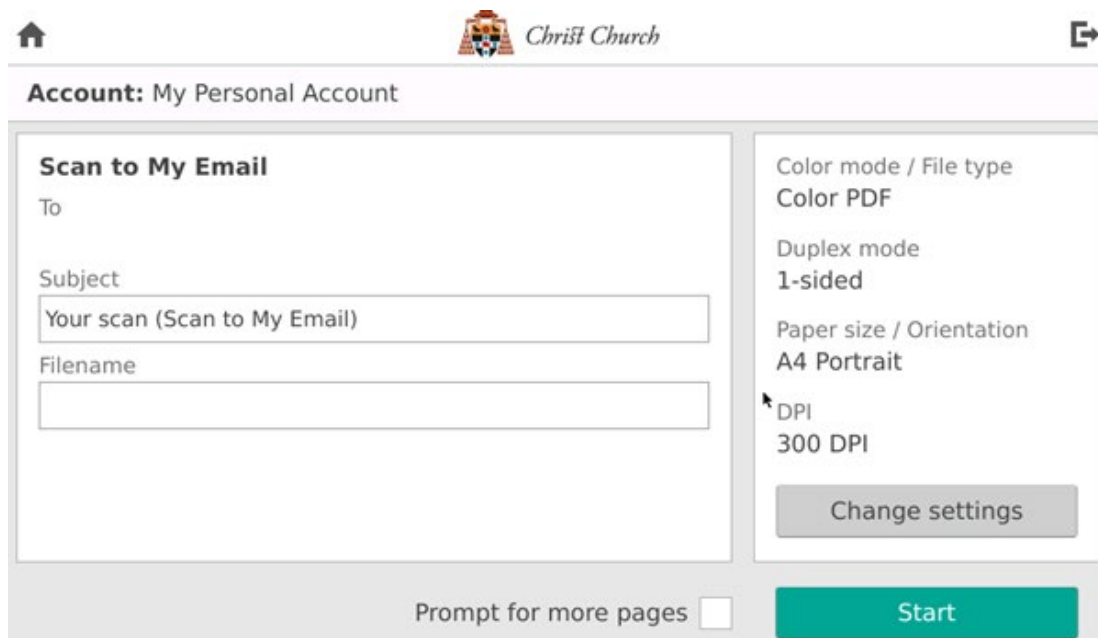
- Print All – will release all jobs
- Print Release – Will allow you to pick particular jobs



- Copy – copy function



- Scan – scan function – allows you to scan to your university email.



Please note, if you do not release a job within 3 days, it will be deleted off the system.

Any issues please contact the IT Helpdesk by sending an email to it-help@chch.ox.ac.uk