Printing to an SPC PaperCut enabled printer from your personal internet connected device "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 https://print.spc.ox.ac.uk/.

2) Enter your University Single Sign On (SSO) Credentials.

3) Upon successful login you will see this screen.

4) On the options menu, down the left hand side, click **Web Print**.
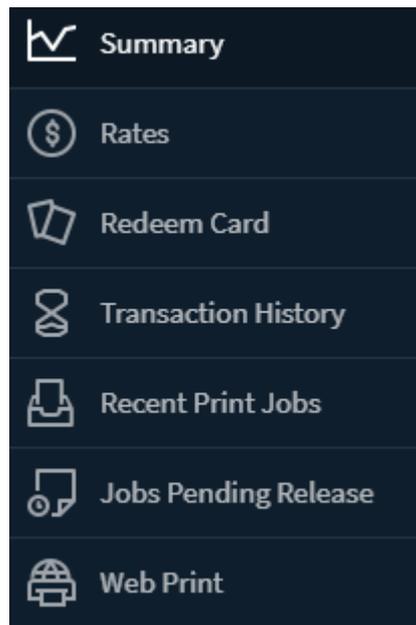
5) Click **Submit a Job**
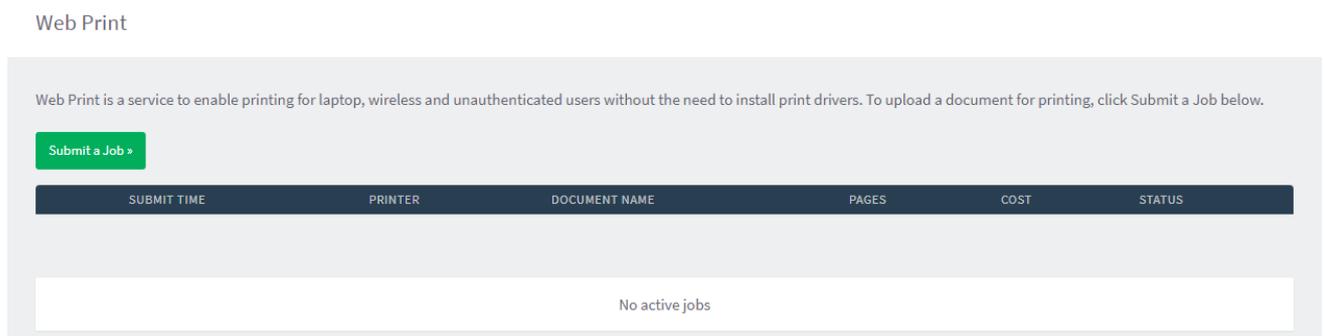
6) Select the printer which you want and then click **Print Options and Account Selection**. Bear in mind that different printers have different charges (i.e. colour is more expensive than black and white). A full list of the College print charges can be found on the website https://www.spc.ox.ac.uk/it
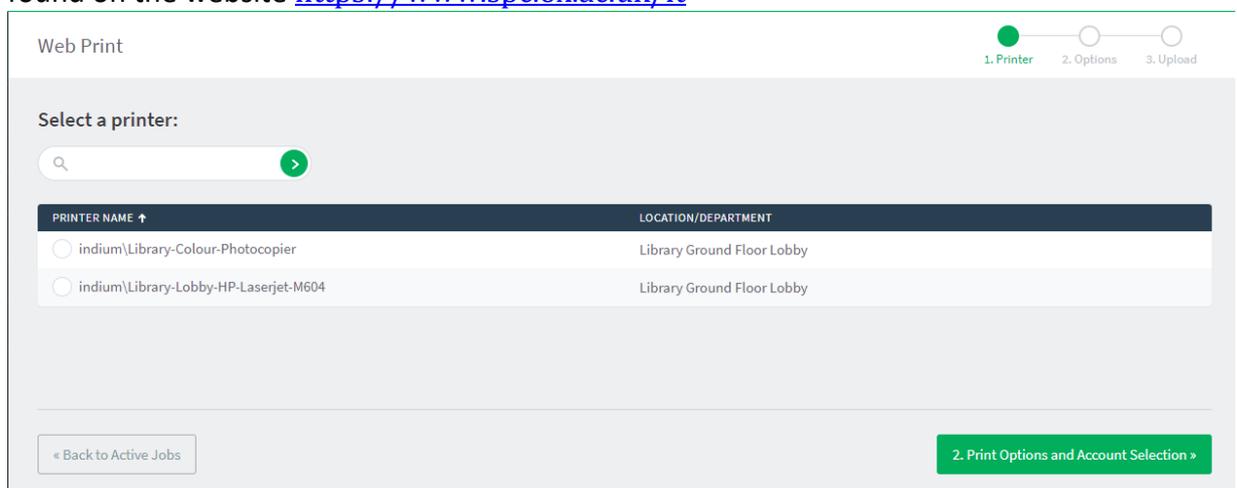
7) Type in how many copies you require, then click **3. Upload Documents**.

Options

Copies: 1

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, 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, txt PDF pdf Picture Files bmp, dib, gif, jfif, 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   Search Documents

Organize ▾   New folder

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

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

File name: All Files (*.*)

Open   Cancel

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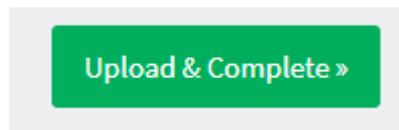
11) The document will now go off for processing. After a **few seconds to a minute** (depending on the size of the file) the status will change and display to **Held in a queue**. Your print job is now ready and waiting to be printed.

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Oct 6, 2020 4:08:58 PM	indium\Library-Colour-Photocopier	IMG_2897.jpg	1	£0.13	Held in a queue

You will now be able to go to the printer you selected for this print job and tap your University Bodleian card to release your print job.

If you were to now click on **Held in a queue**, you will be redirected to the **Jobs Pending Release** page, this page displays all of your current jobs waiting to be printed. On the **Jobs Pending Release** page, you have the ability to **Print** or **Cancel** the job. Alternatively, as mentioned earlier, you can tap your University Card on a release station (as illustrated below) which will also release the job(s).

Please note, if you do not release a job within 24 hours, it will be deleted off the system.

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Oct 6, 2020 4:08:58 PM	indium\Library-Colour-Photocopier	IMG_2897.jpg	1	£0.13	Held in a queue