Web Printing at St Stephen's House – from your own computer, anywhere within the University

It is possible for you to send print jobs to the main College printers via an online system. Since it is a web-based system, the process is the same for Windows, Mac, Chromebook, or most other mobile devices. A couple of important points about the facility:

1. Note that the system prints most *image* format documents (JPG, TIF etc) but the only *text* format it can handle is PDF – this is not a technical issue, but a licensing one.

Any application on Mac can 'print' to PDF as this function is built into the system. On Windows, you may have to install a 'PDF printer' in order to create files that the web print server can handle. Bear in mind also that sending to PDF will create a document for single-sided printing - which can get expensive for a lengthy document. Let me know if you need guidance on this point.

2. Your laptop must be connected to the print server either to the wired network within College, or if on wifi, *via the Oxford VPN*. If it is not, then you'll be able to see the web interface and apparently submit jobs, but they will churn away forever trying to 'render'.

You will only be able to get to the web interface from within the Oxford University network; or by using the VPN which causes the network to 'trust' your computer.

3. Because you must be able to use the Oxford VPN, you *must* have sent in a network registration form to me or to the College Secretary, so that you have access to the system.

Again, if you don't know how to connect to the Oxford VPN, then let me know; or follow through the instructions from IT Services: <u>https://help.it.ox.ac.uk/network/vpn/index</u>

4. Also, you may get a security warning when you connect to the print server: as long as you are pointed to the right place you can bypass this!

Sending your Print Jobs

First, connect to the print server online: <u>http://printing.ssho.ox.ac.uk:9191</u> if you are on a library PC; or from any other internet location simply <u>http://printing.ssho.ox.ac.uk</u>

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	Sy Suppleu's House
Welcome to web j have access to within the Unix (JPG, BMA, PNG et first to PDF - for li etc) canno	printing for SSH students and staff. You should this system from any networked connection ersity. You can print any format of image file tx), but any text documents must be converted sensing reasons. Office documents (Word, Excel t be printed directly through web print.
Usemame	nick.daisley
Password	
	Logín
•	English v

Log in as yourself, exactly as you would on the Library PCs (where the username is of the form 'forename.lastname') or to any shared account where you have privileges and know the password.

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Jobs Pending Release	Activity	Balanca history for nick.	fastisy	Enviror	mental Impact
	40.40 40.20 40.40 40.40			55	3.6% of a tree 3.9 kg of CO2
	41.00 41.20 41.40 41.40			bulb	241.7 hours running a 60W light Since Apr 11, 2017
	29 Dec	4 Jan 11 Jan Day	18 Jun 25 Jun		Environmental Dashboard

You will find yourself at a summary screen, giving you an overview of your print jobs and activity - including how many trees you have consumed.

PaperCutMF Web Print Summary (\$) Rates Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below. Caransaction History Recent Print Jobs Jobs Pending Release Jan 26, 2019 SSH Handbook sshoremote\Followme_Colour 1 £0.07 Held in a queue 🖨 Web Print 4:21:33 PM page.pdf Jan 26, 2019 4:04:25 PM Finished: Queued for sshoremote\Followme_Colour testfile.pdf £0.07 1 printing Jan 26, 2019 3:55:12 PM Cancelled: Cancelled testfile.pdf sshoremote\Followme_Colour 1 £0.07 at release station

Go to the last item on the left-hand menu, for Web Print

You need to select a printer - basically you have the option of Monochrome or Colour printing, which as with print jobs from the Library PCs, are print queues which you can collect from either of the copiers.

PaperCutMF		nick.daisley 🗸
└∕ Summary	Web Print	1. Printer 2. Options 3. Upload
Rates Transaction History Recent Print Jobs	Select a printer:	
Jobs Pending Release	PRINTER NAME ↑ sshoremote\Followme_B&W (virtual) sshoremote\Followme_Colour (virtual)	LOCATION/DEPARTMENT
	« Back to Active Jobs	2. Print Options and Account Selection >

'Options' allows only the choice of how many copies of your job you are sending, or which account you wish to charge the job to, if you are a sacristan, house musician or a member of the Common Room committee.

From here you may submit your job, using either drag-and-drop, or with the 'Upload' button.

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└─_ Summary	Web Print	1. Printer 2. Options 3. Upload
 Rates Transaction History Recent Print Jobs Jobs Pending Release 	Upload Select documents to upload and print	Drag files here Upload from computer
A Web Print	< 2. Print Options	The following file types are allowed: PDF pdf Picture Files bmp, dib, gif, jifi, jifi, jpe, jpeg, jpg, png, tif, tiff Upload & Complete •

Once your job is submitted, it should run through fairly quickly, with obvious correlation between the size and complexity of the job and how long it takes to transact. If you find that the job is 'rendering' forever, check that VPN....

Once the job has gone through, you should see it 'held in a queue' in the jobs list, which means that it should be ready for you to collect at whichever of the printers you choose. You'll also now find that job in the previous menu option, 'Jobs Pending Release'.

PaperCutMF							nick.daisley 🗸
₩ Summary	Jobs Pending Release						
Rates Transaction History	No jobs pending release. Your balance:-£1.55				Auto refresh (44) Refresh Now		
Recent Print Jobs	Cancel All	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Web Print	SUDMITTIME V	PRINTER	DOCOMENT	GLIENT	PAGES	031	ACTION

You can then go to either library or admin corridor printer, and release the print job as you normally would with your supplied PIN, your university card, a key fob, or other RFID identifier if I have set that up for you.

NWD oct 2022