
Printing via Student Web Print in the Asper School

If you are a current Asper student then **Web Print** allows you to print from your own internet-connected web-capable device. **Note* documents must be in in **PDF** format to print them. As well, many standard image formats can be printed via Web Print (Web Print "file upload" window shows accepted formats), so you must convert any documents to PDF or be trying to print one of the accepted image formats!*

Please note: We believe that students can easily convert to PDF anything they need to print in the lab. Please see one of the Lab Advisors if you need assistance converting a document to PDF, or anything else related to wireless printing in the lab.

1. Browse to the web address <http://asper-webprint.ad.umanitoba.ca:9191/user> and log in (using your full **UofM email address** as the *Username* and your email password).
2. On the menu at the left-hand side, click on **Web Print**
3. In the Web Print window, click on **Submit a Job »**
4. Choose which printer to send the job to (you can only see the printers you are authorized to use) then click the **2. Print Options and Account Selection »** button.
5. Set how many copies to print then click the **3. Upload Documents »** button.
6. Click the **Upload from computer** button, which will open a new window and you can browse to where the file you wish to print is located. Double-click on the file you wish to add to Web Print. *If you have more than one file you wish to submit, repeat this step for each file you wish to add to the Web Print session.*
7. Once you have all the files you wish to print shown on the page, click the **Upload & Complete »** button.
8. PaperCut will now render the files, will check your student print balance and then print on the chosen printer if you have enough credit to print the job.
9. On the menu at the left-hand side, click on **Log Out** and close your web browser.
10. DONE!