

# Wireless Printing Guide

## Print Services

User guide for printing from the University wireless network and printing via the internet.

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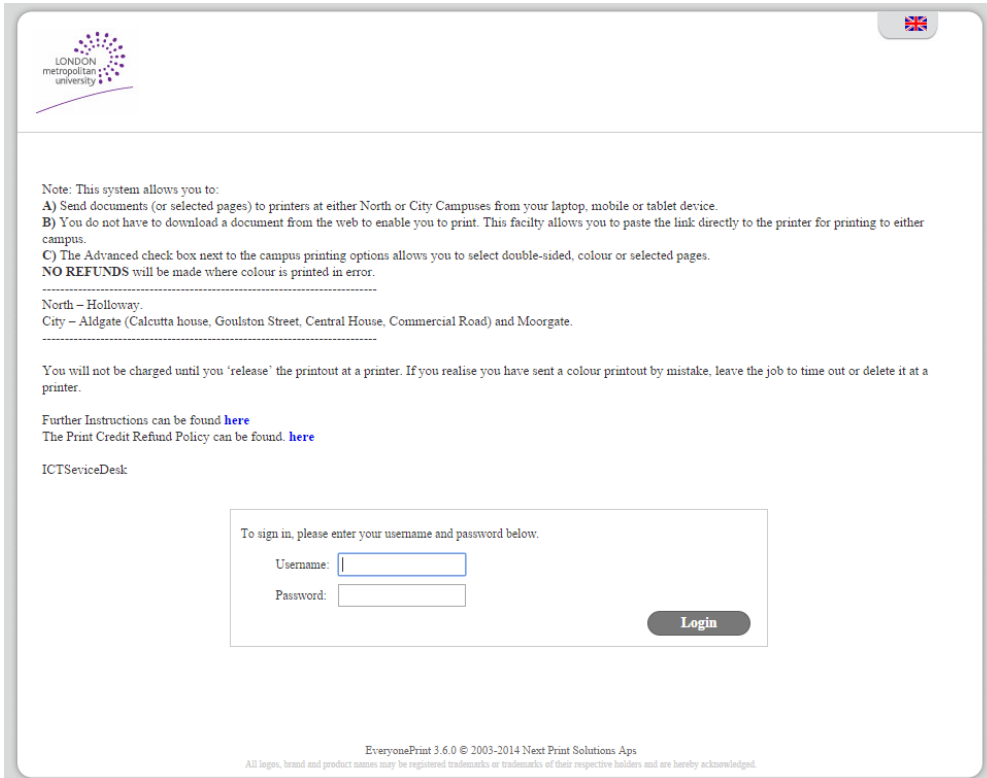
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## Web Print



1. From a browser, go to <https://print.londonmet.ac.uk>

1.1. At the bottom of this page is a login box, please enter your University **username** and **password**.

If you are a visitor or Alumni and do not have a username and password; please ask for a **guest printing account** at the Library Information Desk.



The screenshot shows the web print interface for London Metropolitan University. At the top left is the university logo, and at the top right is a small UK flag. The main content area contains a note about the system's capabilities, followed by campus locations (North - Holloway and City - Aldgate). Below this is a warning about charges and a link to further instructions. At the bottom, there is a login form with fields for 'Username' and 'Password', and a 'Login' button. The footer contains copyright information for EveryonePrint 3.6.0.

Note: This system allows you to:  
A) Send documents (or selected pages) to printers at either North or City Campuses from your laptop, mobile or tablet device.  
B) You do not have to download a document from the web to enable you to print. This facility allows you to paste the link directly to the printer for printing to either campus.  
C) The Advanced check box next to the campus printing options allows you to select double-sided, colour or selected pages.  
**NO REFUNDS** will be made where colour is printed in error.

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North – Holloway.  
City – Aldgate (Calcutta house, Goulston Street, Central House, Commercial Road) and Moorgate.  
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You will not be charged until you 'release' the printout at a printer. If you realise you have sent a colour printout by mistake, leave the job to time out or delete it at a printer.

Further Instructions can be found [here](#)  
The Print Credit Refund Policy can be found [here](#)

ICTServiceDesk

To sign in, please enter your username and password below.

Username:

Password:

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1.2. At the next screen, click on "**Choose File**" and navigate to the file you want to print.

current balance: -£6.75

Upload Document To Print

Choose File No file chosen

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT.

Next >

Date/Time	Filename	Pages	Status	refresh
25/07/14 11:14	Cloud Print test page	1	Printed	
25/07/14 10:36	agenda.txt	1	Printed	
25/07/14 10:30	Cloud Print test page	1	Printed	
25/07/14 10:22	plotters.txt	1	Printed	
25/07/14 10:19	Cloud Print test page	1	Printed	
24/07/14 12:57	https://doc-0g-0c-apps-viewer.googleusercontent.com/viewer/s	1	Printed	

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1.3. Click **Next**

current balance: -£6.75

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

Upload Document To Print

Choose File No file chosen

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT.

Next >

Date/Time	Filename	Pages	Status	refresh
25/07/14 11:40	agenda.txt	1	Awaiting release	
To print this job, select a printer below:				
<input type="button" value="Printer at North Campus"/> <input type="checkbox"/> Advanced				
25/07/14 11:14	Cloud Print test page	1	Printed	
25/07/14 10:36	agenda.txt	1	Printed	
25/07/14 10:30	Cloud Print test page	1	Printed	
25/07/14 10:22	plotters.txt	1	Printed	
25/07/14 10:19	Cloud Print test page	1	Printed	
24/07/14 12:57	https://doc-0g-0c-apps-viewer.googleusercontent.com/viewer/s	1	Printed	

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1.4. To print the whole document in black and white, single sided, just click on "**Print at North Campus**" or "**Print at City Campus**" as required. (In this context, City Campus includes Moorgate, Calcutta House, Goulston St, Central House, Commercial Rd).

Date/Time	Filename	Pages	Status	refresh
23/07/13 15:24	Final Letter of Variation Jul13.pdf	1	Awaiting release	
To print this job, select a printer below:				
<input type="button" value="Print at City Campus"/> <input type="checkbox"/> Advanced				
<input type="button" value="Print at North Campus"/> <input type="checkbox"/> Advanced				

1.5. For any of the alternate functions, tick "**Advanced**". The following dialog will appear:

Date/Time	Filename	Pages	Status	refresh
23/07/13 15:24	Final Letter of Variation Jul13.pdf	1	Awaiting release	

To print this job, select a printer below:

Print at City Campus  Advanced

Print at North Campus  Advanced

Number of copies:

Print from page  to

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:

1.6. To Print in colour, un-tick "**Print in black/white even if document contains colour**". Other options allow double sided printing and to select specific pages to print.

1.7. Once you are satisfied with the options selected, click on "**Print at North Campus**" or "**Print at City Campus**" as required. You should now see a screen similar to this:

Date/Time	Filename	Pages	Status	refresh
23/07/13 15:24	Final Letter of Variation Jul13.pdf	1	Printing	

Your print job has been sent to the selected printer successfully.

1.8. You can now go to any "FollowMe" printer at the selected Campus to **release your print job**.

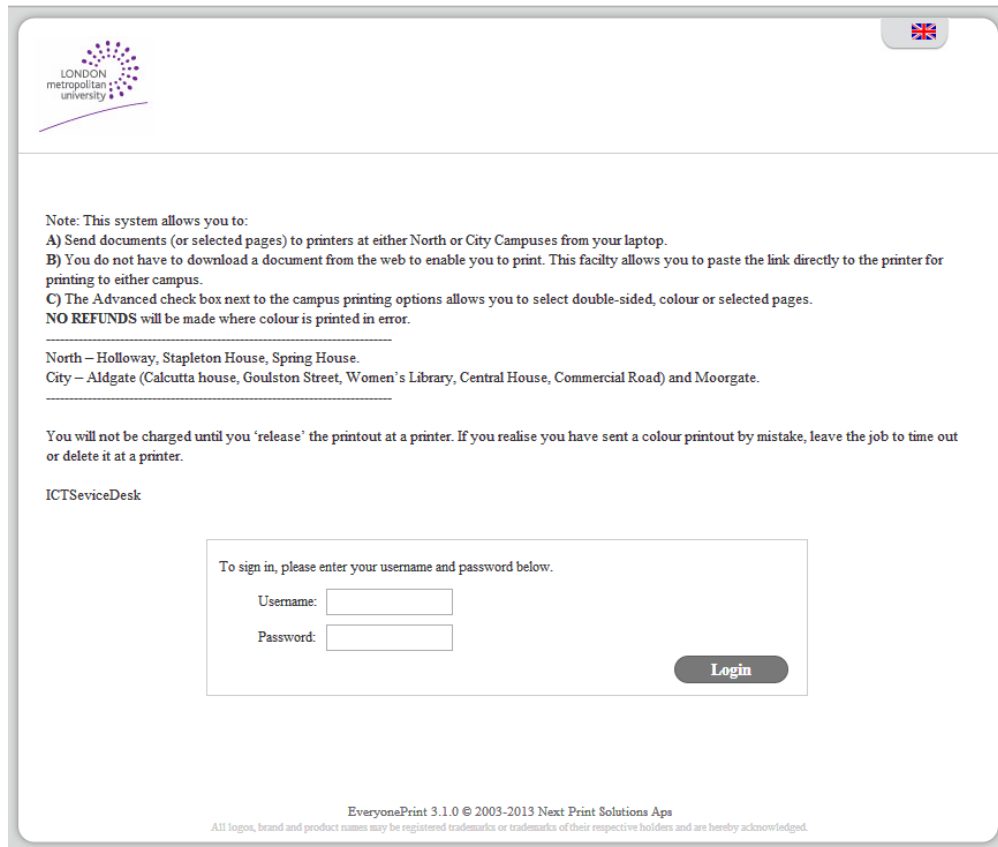
*You must collect your print output within two hours, otherwise your unprinted jobs will automatically delete.*

## Google Cloud Print

2. From a browser, go to <https://print.londonmet.ac.uk>

2.1. At the bottom of this page is a login box, please enter your usual University **username** and **password**.

If you are a visitor or Alumni and do not have a username and password; please ask for a **guest printing account** at the Library Information Desk.



The screenshot shows the login page for the London Metropolitan University printing service. At the top left is the university logo, and at the top right is a UK flag icon. The main content area contains a note about the system's capabilities, followed by instructions for campus locations (North and City). Below this is a warning about charges and a login form with fields for 'Username' and 'Password', and a 'Login' button. At the bottom, there is a copyright notice for EveryonePrint 3.1.0.

**LONDON metropolitan university**

Note: This system allows you to:  
A) Send documents (or selected pages) to printers at either North or City Campuses from your laptop.  
B) You do not have to download a document from the web to enable you to print. This facility allows you to paste the link directly to the printer for printing to either campus.  
C) The Advanced check box next to the campus printing options allows you to select double-sided, colour or selected pages.  
NO REFUNDS will be made where colour is printed in error.

North – Holloway, Stapleton House, Spring House.  
City – Aldgate (Calcutta house, Goulston Street, Women's Library, Central House, Commercial Road) and Moorgate.

You will not be charged until you 'release' the printout at a printer. If you realise you have sent a colour printout by mistake, leave the job to time out or delete it at a printer.

ICTServiceDesk

To sign in, please enter your username and password below.

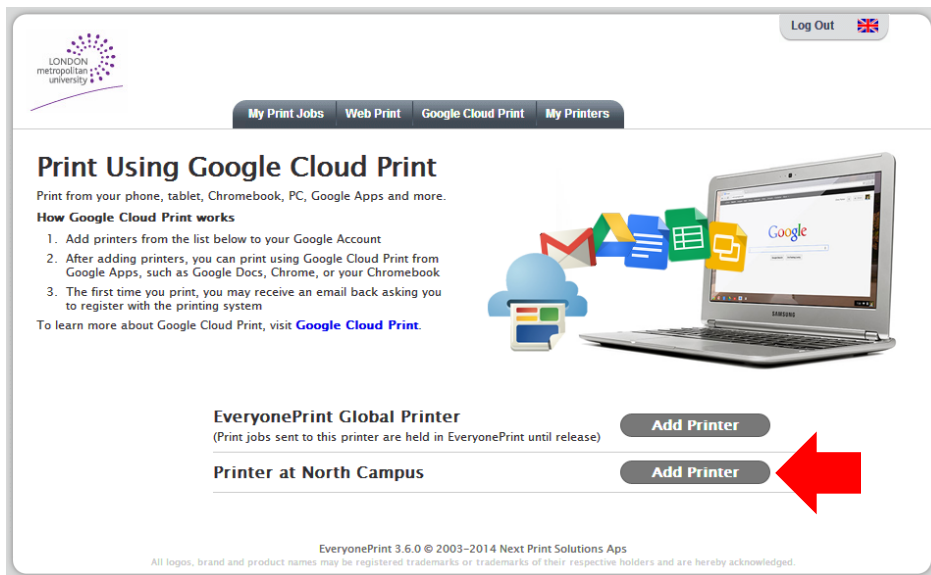
Username:

Password:

Login

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2.2. Add Google Cloud Printer (**You will only have to do step 2.2-2.4 once the first time you use Google Cloud Print. You will also receive a welcome email to validate your print account**). Choose **Google Cloud Print** from the tabs at the top of the page and Click **Add Printer** for Printer at North or City Campus.



### 2.3. Click **Add Printer**

#### Print to **Printer at North Campus**

After adding this printer for \_\_\_\_\_ you'll be able to use [Google Cloud Print](#) to print to this printer from your PC or mobile device.

**Add Printer**

### 2.4. **Check your inbox** for new mail and **click on the link to confirm your username and password.**

### 2.5. **You can now print from any of the open tabs on Chrome to Google Cloud Print by hitting Ctrl + P or "Print" from the wrench menu and selecting "Print with Google Cloud Print" from the destination dropdown.**

For more Apps that work with Google Cloud Print, visit:  
<https://www.google.com/cloudprint/learn/apps.html>

### 2.6. You can now go to any "FollowMe" printer at the selected Campus to **release your print job.**

*You must collect your print output within two hours, otherwise your unprinted jobs will automatically delete.*

## **Upload and Print using Google Cloud Print**

### 3. You can also upload and print a document to Google Cloud Print by Clicking **"upload and print a document"**

## Print from Google Chrome



To print from Google Chrome, open the Chrome Print Dialog, select "Print to Google Cloud Print" from the destination dropdown, and click "Print". See our [help page](#) for further information.

## Print from Mobile Web Docs/Gmail



To print from [Gmail](#) and [Docs](#) in your mobile web browser, open the dropdown from any document or email and tap "Print" to open the Google Cloud Print Dialog.

### Upload and Print a Document

From [google.com/cloudprint](https://google.com/cloudprint), click the red Print button and select "Upload File to Print".

[Learn More »](#)

### Supported Apps

See a full list of applications that support Google Cloud Print, including 3rd party apps.

[See Full List »](#)

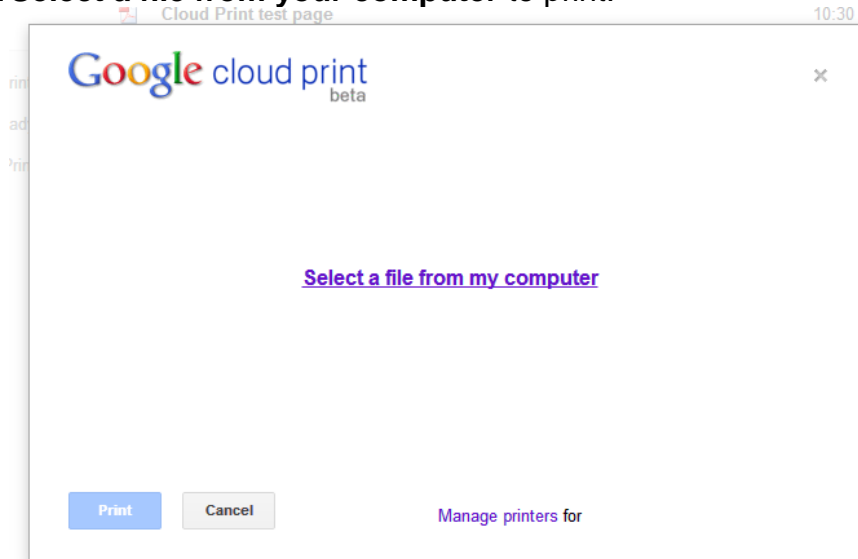
## 3.1. Click the **Print** Button

The screenshot shows the Google Cloud Print interface. At the top, there is a Google search bar and a navigation menu with options like "Details", "Delete", and a refresh icon. Below the navigation, there is a "PRINT" button highlighted with a red arrow. The main area displays a list of print jobs with columns for document name, printer, time, and status. The jobs listed are:

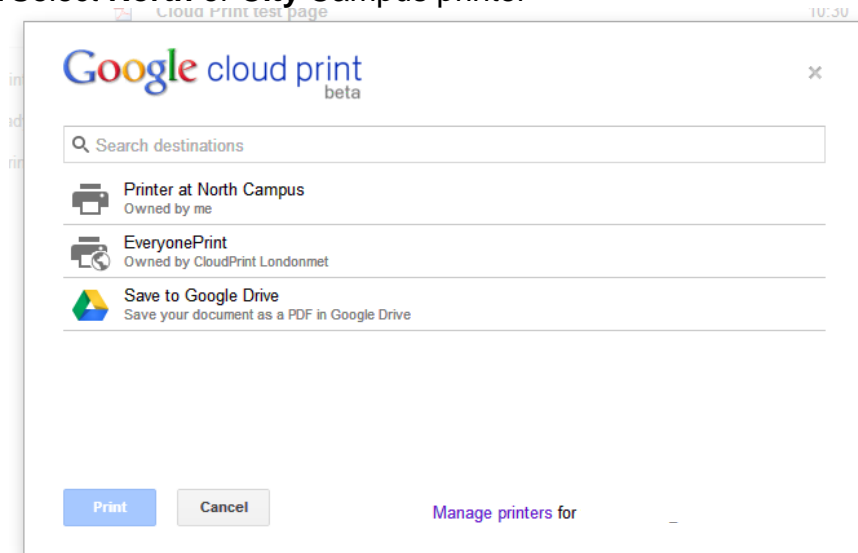
Document Name	Printer	Time	Status
Cloud Print test page	Printer at North Campus	11:13	Printed
agenda.txt		10:36	Printed
Cloud Print test page		10:30	Printed
Cloud Print test page		10:19	Printed
https://doc-0g-0c-apps-viewer.googleuser...	EveryonePrint	24 Jul	Printed
https://doc-0g-0c-apps-viewer.googleuser...		24 Jul	Printed



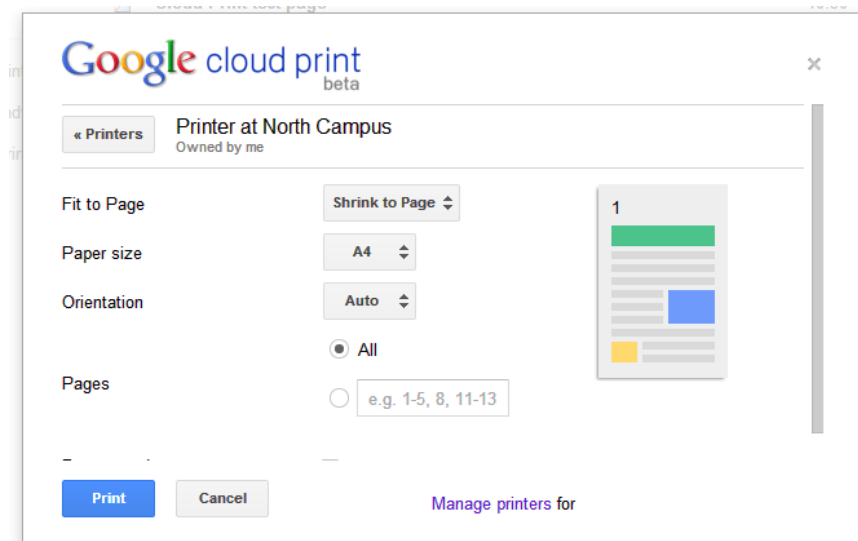
### 3.2. Select a file from your computer to print.



### 3.3. Select North or City Campus printer



### 3.4. Choose Print



3.5. You can now go to any "FollowMe" printer at the selected Campus to **release your print job**.

*You must collect your print output within two hours, otherwise your unprinted jobs will automatically delete.*