

Wireless Printing Guide

Print Services

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

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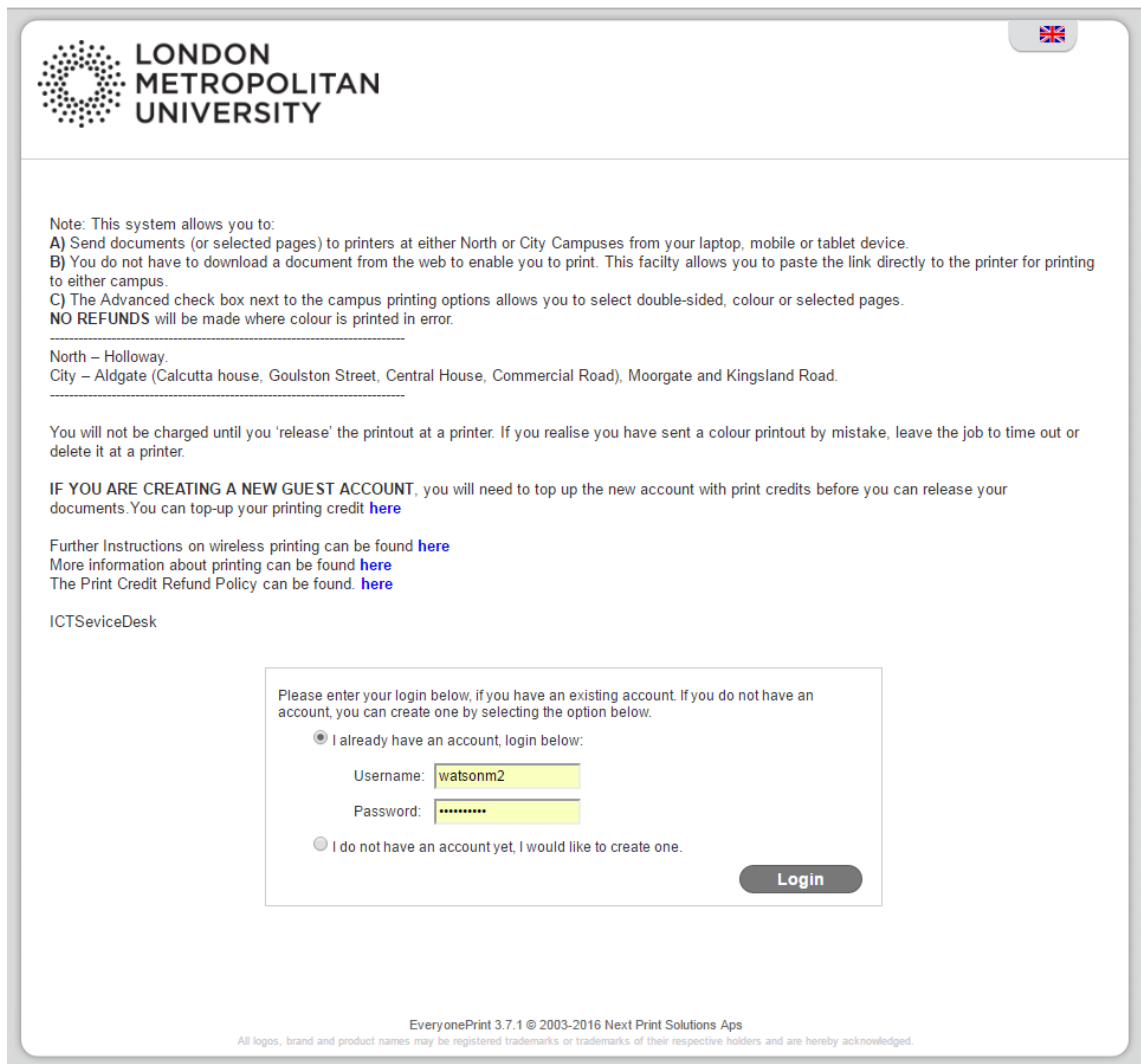
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Web Print

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; click **I do not have an account yet, I would like to create one**, and follow the on screen instructions.



The screenshot shows the web print interface for London Metropolitan University. At the top left is the university logo and name. At the top right is a small UK flag icon. The main content area contains a note about the system's capabilities, campus locations (North - Holloway and City - Aldgate), and instructions on how to use the service, including a warning about no refunds for color printing. Below this is a login form with two radio button options: 'I already have an account, login below' (selected) and 'I do not have an account yet, I would like to create one.' The 'I already have an account' option has fields for 'Username' (containing 'watsonm2') and 'Password' (masked with dots). A 'Login' button is located to the right of the password field. At the bottom of the page, there is a footer with the text 'EveryonePrint 3.7.1 © 2003-2016 Next Print Solutions Aps' and a small disclaimer about logos and trademarks.

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, 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.

North – Holloway.
City – Aldgate (Calcutta house, Goulston Street, Central House, Commercial Road), Moorgate and Kingsland Road.

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.

IF YOU ARE CREATING A NEW GUEST ACCOUNT, you will need to top up the new account with print credits before you can release your documents. You can top-up your printing credit [here](#)

Further Instructions on wireless printing can be found [here](#)
More information about printing can be found [here](#)
The Print Credit Refund Policy can be found [here](#)

ICTServiceDesk

Please enter your login below, if you have an existing account. If you do not have an account, you can create one by selecting the option below.

I already have an account, login below:

Username:

Password:

I do not have an account yet, I would like to create one.

Login

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

LONDON METROPOLITAN UNIVERSITY

Log Out

My Print Jobs Web Print Email Print Google Cloud Print My Printers

My Print Jobs watsonm2 current balance: -£82.63

Upload Document To Print

No file chosen

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

Date/Time	Filename	Pages	Status	refresh
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1.3. Click the green **Next** button

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Log Out

My Print Jobs Web Print Email Print Google Cloud Print My Printers

My Print Jobs watsonm2 current balance: -£82.63

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

Upload Document To Print

No file chosen

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

Date/Time	Filename	Pages	Status	refresh
12/08/16 08:50	officer induction booklet 2016 print request form.pdf To print this job, select a printer below: <input type="button" value="Printer at City Campus"/> Advanced <input type="button" value="Printer at North Campus"/> Advanced	1	Awaiting release	

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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, Calcutta house, Goulston Street, Central House, Commercial Road, Moorgate and Kingsland Road.

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

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	<input type="checkbox"/>

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	<input type="checkbox"/>

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**.

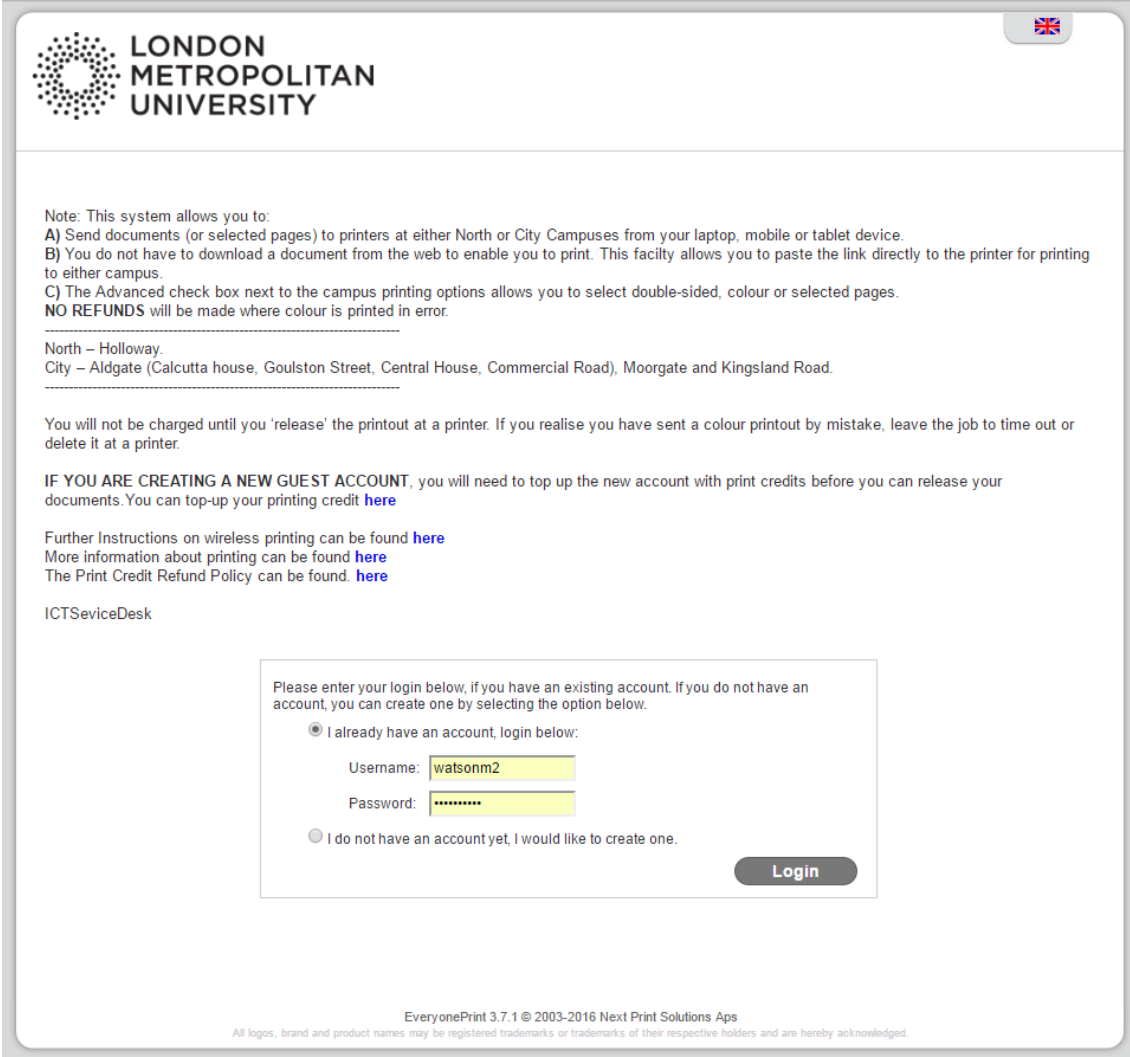
You must collect your print output within two hours, otherwise your unprinted jobs will automatically delete.

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; click **I do not have an account yet, I would like to create one**, and follow the on screen instructions.



The screenshot shows the London Metropolitan University printing portal. At the top left is the university logo and name. A small UK flag is in the top right. The main content area contains a note about the system, instructions for users, and a login form. The login form has two radio buttons: 'I already have an account, login below' (selected) and 'I do not have an account yet, I would like to create one.' Below the first radio button are fields for 'Username' (containing 'watsonm2') and 'Password' (masked with dots). A 'Login' button is at the bottom right of the form. At the bottom of the page, there is a footer with the text 'EveryonePrint 3.7.1 © 2003-2016 Next Print Solutions Aps' and a small disclaimer.

LONDON METROPOLITAN UNIVERSITY

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ICTServiceDesk

Please enter your login below, if you have an existing account. If you do not have an account, you can create one by selecting the option below.

I already have an account, login below:

Username:

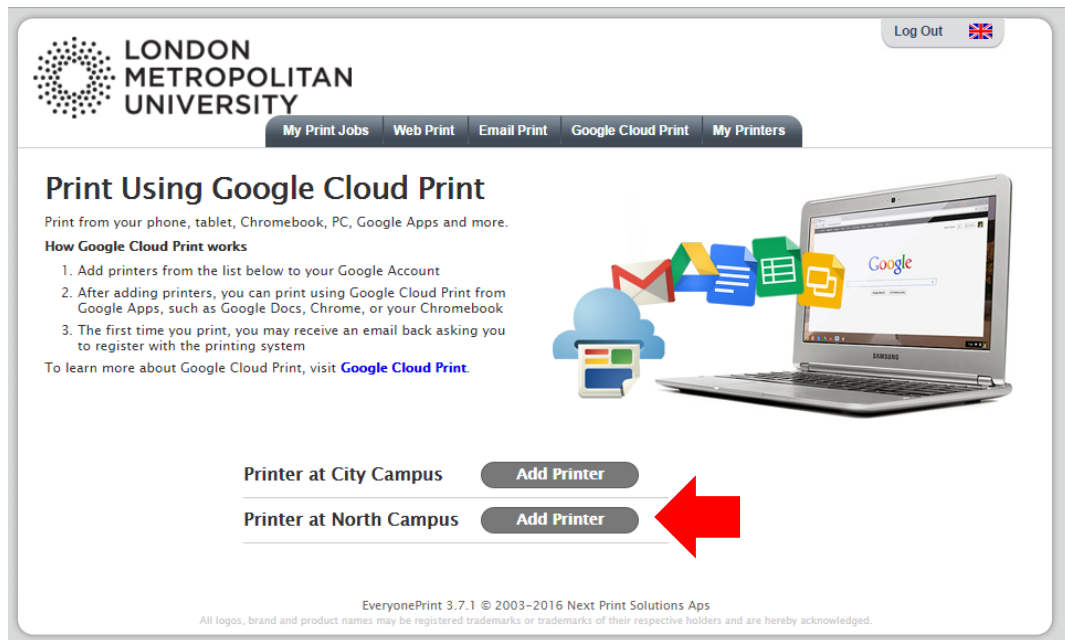
Password:

I do not have an account yet, I would like to create one.

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, 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.

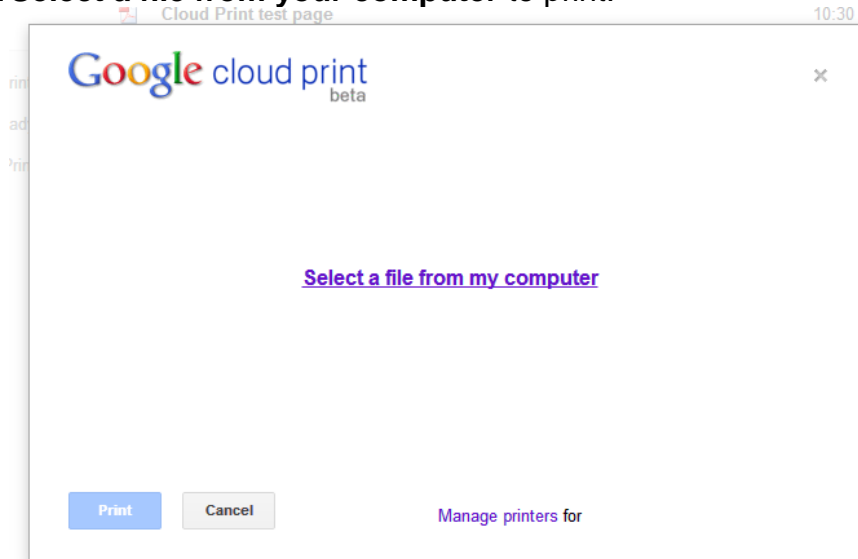
[See Full List »](#)

3.1. Click the **Print** Button

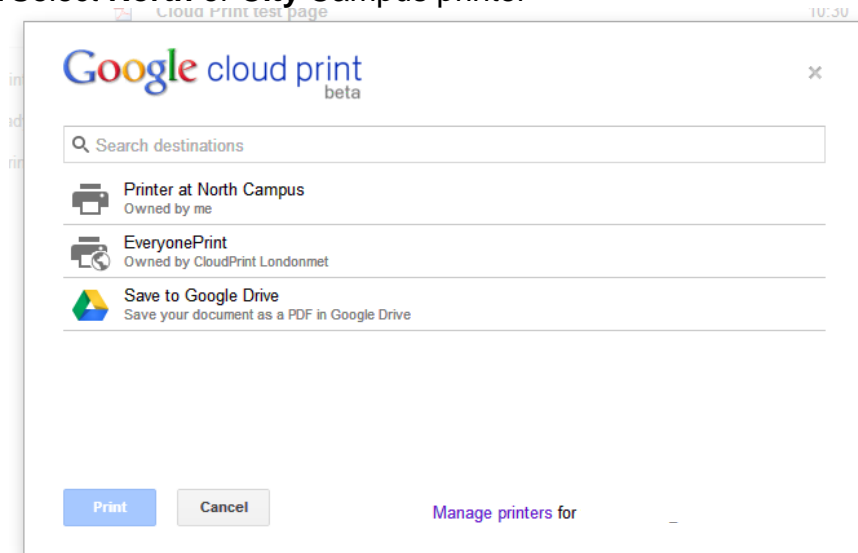
The screenshot shows the Google Cloud Print interface. At the top, there is a Google logo, a search bar, and a grid icon. Below this, the 'Cloud Print (beta)' header is visible, along with 'Details', 'Delete', and a refresh button. A red arrow points to a red 'PRINT' button. The main area displays a list of print jobs with columns for job name, printer, time, and status. The jobs listed are:

Job 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

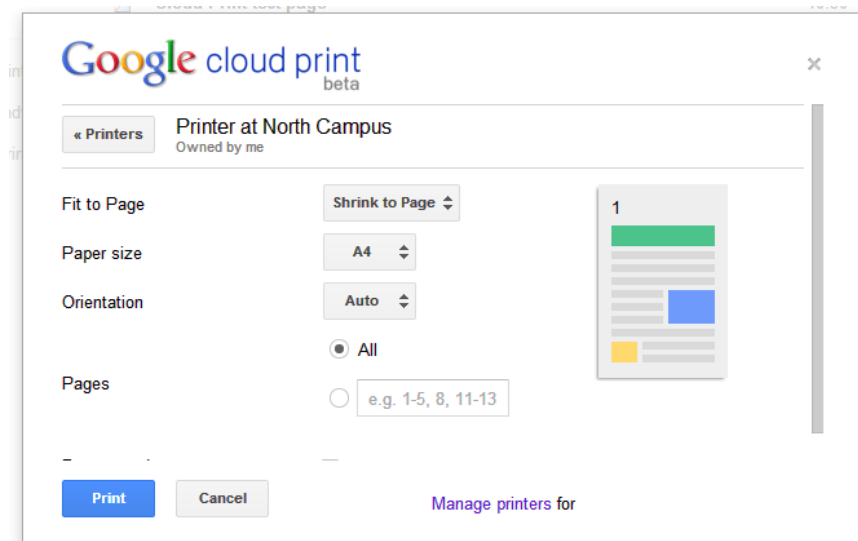
3.2. Select a file from your computer to print.



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.