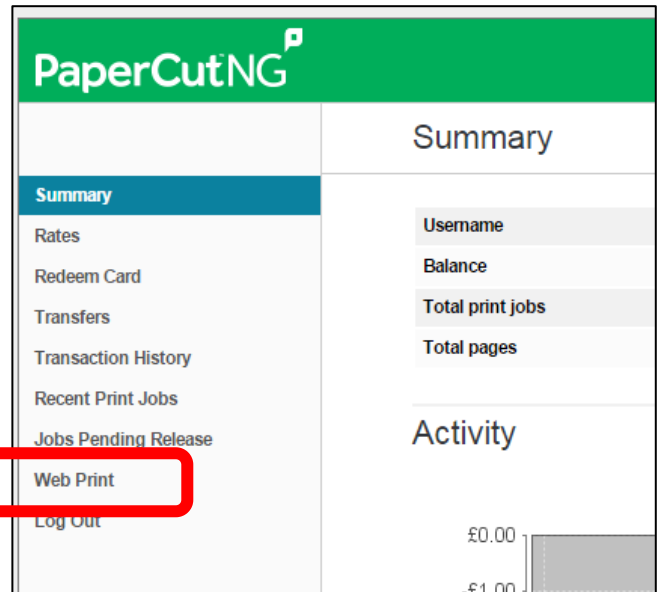


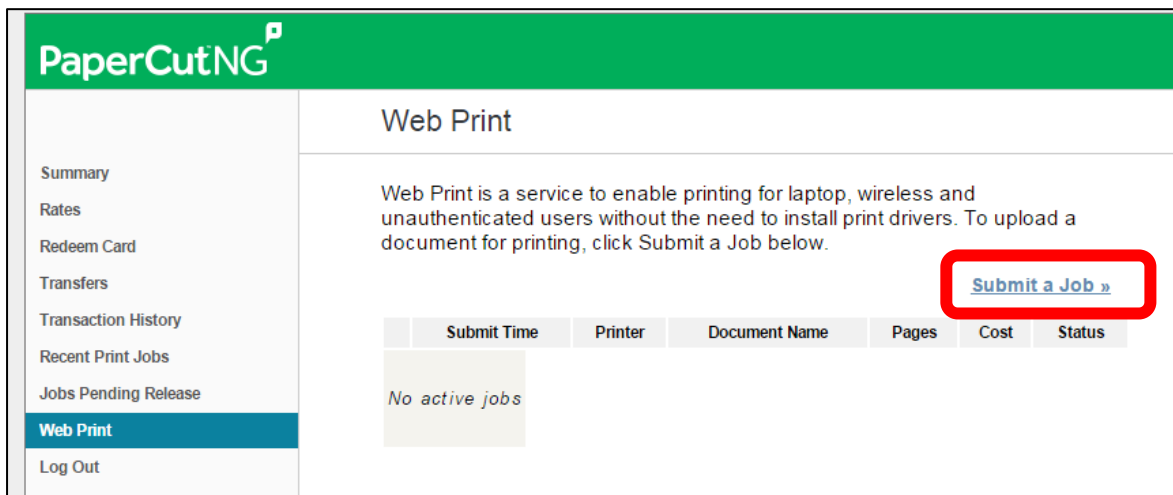
CONNECTING TO HERTFORD WEB PRINT

Web Print is an online service that allows you to print PDF and image files directly from your laptop.

- 1) Go to <https://webprint.hertford.ox.ac.uk> and log in with your Single Sign On (e.g hert0000).
- 2) Choose **Web Print** from the side menu.

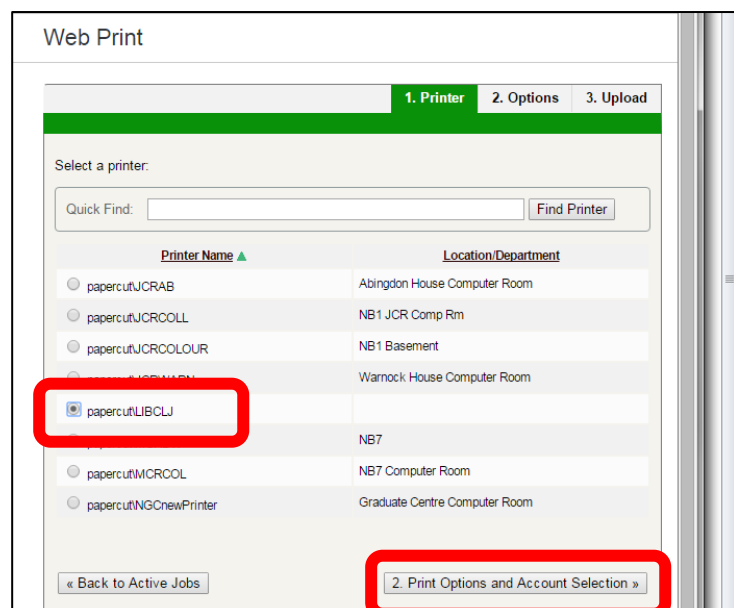


- 3) Press **Submit a job**.



- 4) Select the required printer and then press **2. Print Options and Account Selection**.

You can print to all student printers except LIBBW. To print in the Library please use LIBCLJ.



5) Specify number of copies and then press **3. Upload documents.**

Web Print

1. Printer 2. Options 3. Upload

Options

Copies: 1

« 1. Printer Selection

3. Upload Documents »

6) Choose the PDF or picture file documents to print and then press **Upload and Complete.**

Web Print

1. Printer 2. Options 3. Upload

Select documents to upload and print

Drag files here

Upload from computer

The following file types are allowed.

Application / File Type	File Extension(s)
PDF	pdf
Picture Files	bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

« 2. Print Options

Upload & Complete »

7) Documents will print immediately from the relevant printer – please collect promptly.

If you have problems printing please contact the IT department in OB1 or email help@hertford.ox.ac.uk.

For more information visit <http://www.hertford.ox.ac.uk/printing-at-hertford>