How to WebPrint at Hertford College

Go to: https://webprint.hertford.ox.ac.uk log in with your SSO username (e.g. hert1234). Choose Web Print from the side menu, press Submit a Job:

Select ‘Hertford College BW’ for black and white or ‘Hertford College Colour’ for colour. Press Print Options and Account Selection.
Specify number of copies, press *Upload Documents*.

Webprint works with all Microsoft Office files, PDFs and picture files. Drag and drop your documents onto the white square in the upload area, or click *Upload from computer* and browse to your documents. The documents to print are displayed above the white square. Press *Upload & Complete*.

Your documents are now held in a queue, you must now go to a copier to print.

Network copiers for student use are situated in the Library, the JCR, the MCR and Mary Warnock House.