How to WebPrint at Hertford College

WebPrint is an online service that allows you to print MS Office documents, PDFs and image files directly from your laptop.

Go to: https://webprint.hertford.ox.ac.uk and log in with your SSO username and password (e.g. hert1234).

Choose Web Print from the side menu.

Press Submit a Job:
Select the required printer: ‘Hertford College BW’ for black and white prints or ‘Hertford College Colour’ for colour, then press the Print Options and Account Selection button.

Specify number of copies, then click Upload Documents.
Webprint works with all Microsoft Office files, PDFs and picture files. Select your documents by dragging and dropping them onto the white square in the upload area, or click **Upload from computer** and browse to your documents. The documents to print are now displayed above the white square, click **Upload & Complete**.

Documents are now held in a queue, you must go to a copier to release your documents.

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