

Information Services

webPrint for Wireless Printing

A pilot Wireless Printing service is available from 30th January 2012.

Log on to the myPrint website <https://myprint.cf.ac.uk:9192/user> and select **webPrint** from the left hand menu.

Click 'Submit a Job'.

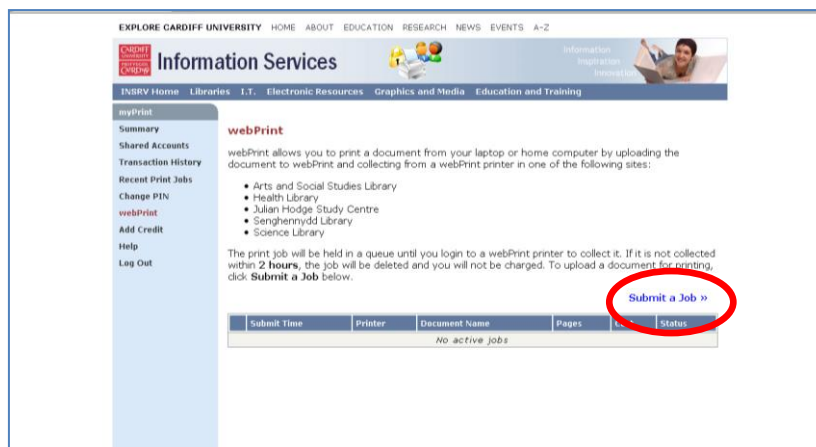


Figure 1: webPrint

Based on paper size (A3/A4), colour and whether you would like a single (simplex) or double-sided print (duplex), select an option from the list.

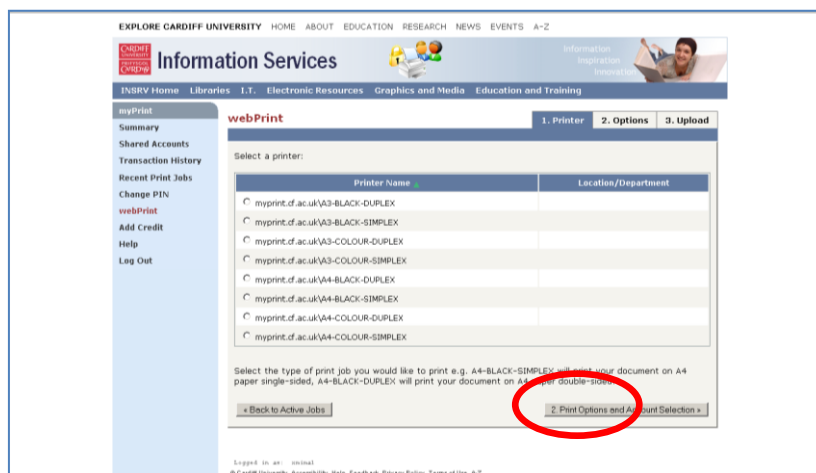


Figure 2: Select a printer

Click '2. Print Options and Account Selection' to continue.

Enter the amount of copies required.

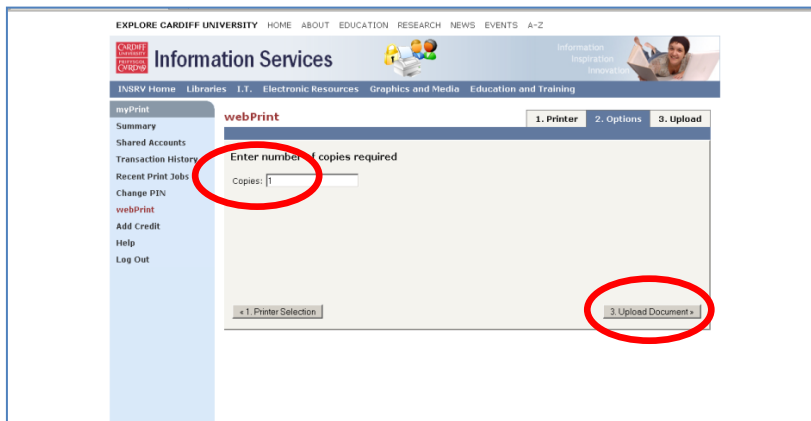


Figure 3: Options

And then Click '3. Upload Document'.

Use the Browse button to locate your document, and then select it.

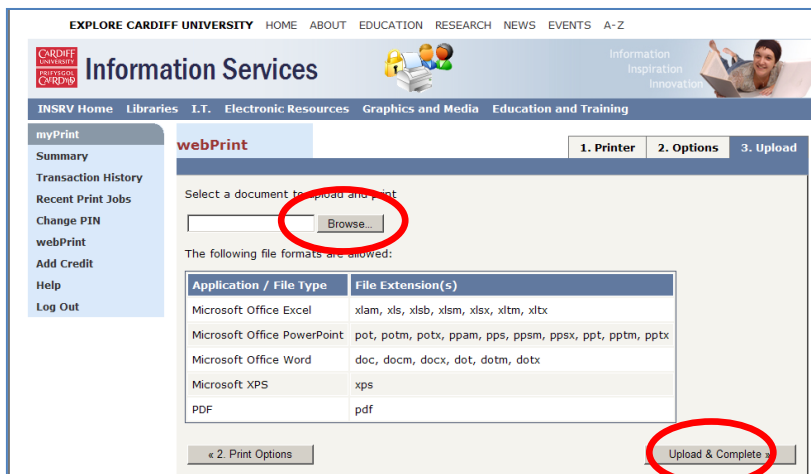


Figure 4: Upload

Click 'Upload and Complete'.

To print your work, log on at any webPrint point by entering your username and password on the keypad of the device.

There are webPrint points at the following locations:

- Arts and Social Studies Library
- Health Library
- Julian Hodge Study Centre
- Science Library
- Senghennydd Library
- Talybont

Please note that webPrint is a pilot service at Cardiff University and is not currently available on smartphones or tablets.

For further information or assistance contact your nearest Information Services Library

For local information visit the following link:<http://www.cardiff.ac.uk/insrv/libraries/locations/index.html>