

NEW Student Web content for Print/copy (Complete)

Printer locations

B&W Student Printers can be found in the following locations:

- Peirson Library (Print to the Mono queue)
- EEG 169, EEG 31, Careers, DAC, Riverside Social Learning Area, BB63 (Lab Mono queue)
- Charles Hastings, rooms CH 1007 & CH 1001 (CH Mono queue)

Colour student printers can be found in the following locations:

- Peirson Library (Print to the Colour queue)
- DAC (Also Colour queue)

Photocopier locations

Student Photocopiers can also be found in the following buildings:

- Peirson Library
- Charles Hastings Social Learning Area
- Woodbury building Careers area

Top-up kiosk locations

Kiosks to add credit for Printing/Copying to your account can be found in the following locations:

- Peirson Library
- Edward Elgar Main Reception
- Charles Hastings Main Reception

Print charges

Print/Copy charges across the University are as follows:

- Mono: 5p per A4 sheet, 10p per A3 sheet
- Colour: 45p per A4 sheet. 90p per A3 sheet

How to top up?

- You will need credit to copy or print using our devices. Use any of our 3 top up kiosks to add credit to your account.
- Place your student card under the scanner on the machine or press login and type in your network username
- Select Add funds to your account and insert the amount in coins/notes that you require.
- When you are finished press Done and then remember to logout. A message will display that your transaction was successful.
- If you need to top-up using a credit or debit card you can use the online facility at <https://uprint.worc.ac.uk>

Printing on campus

- All our campus PC's or Mac's have queues to the nearest printers added for you. Simply select the print queue you need from the list above.
- Once you have sent your print job, a message saying that your print job has been paused will appear on the screen of your computer.
- To release your job simply swipe your card or type in your network login details on the black touch panel located next to our print devices.
- Your jobs will appear in the order you sent them. Providing you have enough credit you will be able to print them by selecting print. Once done, simply logout.

U-print Web Centre (More info document)

Your new Print and Copy services also have useful online features focused around two distinct interfaces, the first of which lets you view your account and make changes to it.

Enter <https://uprint.worc.ac.uk> into any web browser such as Internet Explorer to access this service. Ensure that the <https://> secure prefix is used.

Next use your network username and password to login, just as you would to access the student app portal or university desktop PC.

You will then be taken to the main screen. From here using the links on the left hand side in the User menu, you can view a summary of your account, check your balance and see any recent transactions you have made. You can also pay outstanding library fines, top up your account using a credit or debit card, and disable your student card should you misplace it.

E print Wireless/Web print online user interface (More info document)

The second webpage allows you to submit documents and webpages as print jobs to the student printers housed on campus sites remotely. The following link is used to access this service <https://eprint.worc.ac.uk> and also uses your network login details for access.

Again please ensure the secure <https://> prefix is used

This service has two useful properties. Firstly it can allow you to work in University study zones with a laptop or any other portable device with a web browser and still submit documents to print.

Additionally it can also allow you to submit a print job from home or outside University and then release it for printing once you arrive on campus. Jobs submitted in this way are held for 12 hours before being removed giving you plenty of time to release them at a later point, after a lecture or seminar for example.

Once you have logged in, there are a number of ways you can submit jobs to print. The simplest method is to use the "choose file" button to browse for a file on your PC, laptop, or portable device and click next.

This service supports common file formats such as Microsoft Office, OpenOffice, and PDF.

You can also submit a web page by selecting the Web print tab at the top of page and entering the URL (web address) of the page you wish to print in the box provided and clicking next.

After clicking next, following a short pause (Web pages can take longer) a list of available print queues will be displayed beneath. Simply click on the desired location you wish to release the job from and job type (Mono or colour). If you require advanced options such as changing the number of copies, printing a select range of pages, or duplexing, check the advanced box next to the queue button you want and make your selections before clicking it. Your job will then be submitted.

Once on campus simply swipe your student card next to the Omega terminal attached to the printer you wish to print from or login using your network credentials on the touchscreen.

Locations: Currently queues for this facility include all printers in the Peirson Library at St John's campus and all those in the Charles Hastings building at Castle Street building, although we plan to expand this service to the Riverside site shortly.

One final optional feature is the My printers tab. Using this you can assign the printers you use most frequently as favourites and also assign them nicknames so that only the printers you need will be displayed. Just follow the simple instructions displayed on this tab in order to do this

Print options

- Changing options for duplexing, paper size and stapling options of your print job is simple.
- With your Office 2010 document open, first select File and Print as normal.
- Next change the options to suit your needs in the menus displayed.
- Before pressing print however, please select, Printer Properties, and ensure the options you need are set to your requirements in these menus also.