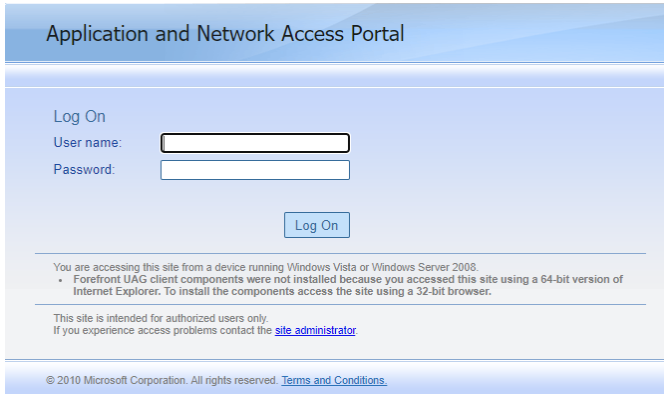


Using the Wireless printing portal

Please note these instructions are use on personally owned machines, not Birkbeck desktops.

1. Connect to the [wireless printing portal](#) and enter your username and password to log in. You will have to login twice to access the system



The screenshot shows a web page titled "Application and Network Access Portal". It features a "Log On" section with two input fields: "User name:" and "Password:". Below these fields is a "Log On" button. A message below the button states: "You are accessing this site from a device running Windows Vista or Windows Server 2008. • Forefront UAG client components were not installed because you accessed this site using a 64-bit version of Internet Explorer. To install the components access the site using a 32-bit browser." At the bottom, there is a footer with the text: "© 2010 Microsoft Corporation. All rights reserved. [Terms and Conditions](#)."

Please enter your Birkbeck username and password below on your device.

Using this service you are able to send documents and webpages from your wireless device to print

For users with Apple devices, we recommend using the email print facility by emailing your document(s) to webprint@birkbeck.ac.uk (You will be invited to register your email address).

On signing in your documents will be waiting to be released to the desired printer.

The cost of your prints are the same as printing directly from an ITS workstation.

Remember to release the print job to your chosen printer via the "Print to" buttons or configure your common printer through the "My Printers" Tab



The screenshot shows a simple login form with the text "To sign in, please enter your username and password below." followed by two input fields: "Username:" and "Password:". A "Login" button is located at the bottom right of the form.

2. You will see the 'My Print Jobs' tab. If you have emailed a print job you should see it displayed here. Otherwise you can Click on "Choose File" to upload a document to print.

My Print Jobs

current balance: £0.00

Your print job has been added successfully. It will be processed automatically in a moment.

Upload Document To Print

Choose File No file chosen

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT.

Next »

Date/Time	Filename	Pages	Status	refresh
10/05/21 13:55	Word.docx To print this job, select a printer below: <input type="button" value="Print to Library Colour"/> <input type="checkbox"/> Advanced <input type="button" value="Print to Library Mono"/> <input type="checkbox"/> Advanced	1	Awaiting release	

Click on the 'Print to' button to send the job to the desired print queue. Selecting the advanced check box gives you a few additional options, for example selecting which pages to print.

3. If you want to print a web page, click on the 'Web print' tab, and enter the web address (URL) of the page you want, and once selected you are returned to the 'My Print Jobs' tab and can again choose your printer and document to print. Like on the 'My Print Jobs' page you can also upload a document to print from this

Web Print

Use Web Print to print by uploading a document or entering a Web address.

Upload Document To Print

Choose File No file chosen

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT.

Next »

Web Address To Print

Enter for example: www.cnn.com

Next »

Note: Printing a URL will print the web page as you would see it in a web browser. If you have specific parts of a web page you want to print (eg an email) it is recommended you save the page and print it as a document.

4. If you are planning to use the service regularly, it is recommended you log in and set up your commonly used printers. Please note: if you set these preferences you will **only** see these printers under the print jobs in the ‘My Print Jobs’ tab.

[My Print Jobs](#) [Web Print](#) [Email Print](#) [My Printers](#)

My Printers

Make printing fast and easy by selecting only the printers you normally use!

Below are all the printers available to you. If you only use a few of the printers below, you can select them as favorite printers, and even add your own nickname for each, for example "Printer in blue building". Then only your favorite printers will show, making it easier to print frequently.

Favorite	Description:	Your printer nickname (optional):
<input type="checkbox"/>	Print to Library Colour	<input type="text"/>
<input type="checkbox"/>	Print to Library Mono	<input type="text"/>

[Save Changes](#)