

# Web Printing at St Stephen's House – from your own computer, anywhere within the University

It is possible for you to send print jobs to the main College printers via an online system. Since it is a web-based system, the process is the same for Windows, Mac, Chromebook, or most other mobile devices. A couple of important points about the facility:

1. Note that the system prints most *image* format documents (JPG, TIF etc) but the only *text* format it can handle is PDF – this is not a technical issue, but a licensing one.

Any application on Mac can 'print' to PDF as this function is built into the system. On Windows, you may have to install a 'PDF printer' in order to create files that the web print server can handle. Bear in mind also that sending to PDF will create a document for single-sided printing - which can get expensive for a lengthy document. Let me know if you need guidance on this point.

2. Your laptop must be connected to the print server either to the wired network within College, or if on wifi, *\*via the Oxford VPN\**. If it is not, then you'll be able to see the web interface and apparently submit jobs, but they will churn away forever trying to 'render'.

You will only be able to get to the web interface from within the Oxford University network; or by using the VPN which causes the network to 'trust' your computer.

3. Because you must be able to use the Oxford VPN, you *\*must\** have sent in a network registration form to me or to the College Secretary, so that you have access to the system.

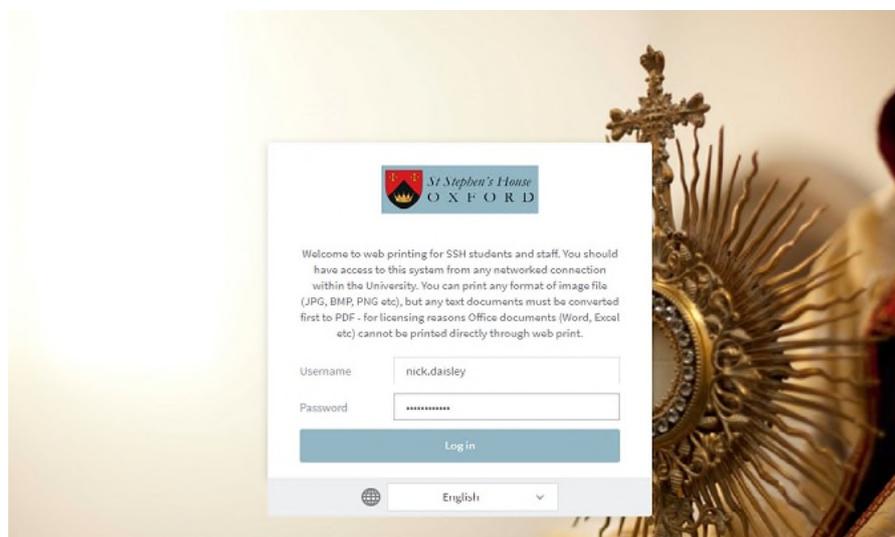
Again, if you don't know how to connect to the Oxford VPN, then let me know; or follow through the instructions from IT Services: <https://help.it.ox.ac.uk/network/vpn/index>

4. Also, you may get a security warning when you connect to the print server: as long as you are pointed to the right place you can bypass this!

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## Sending your Print Jobs

First, connect to the print server online: <http://printing.ssho.ox.ac.uk:9191> if you are on a library PC; or from any other internet location simply <http://printing.ssho.ox.ac.uk>



Log in as yourself, exactly as you would on the Library PCs (where the username is of the form 'forename.lastname') or to any shared account where you have privileges and know the password.

**PaperCutMF** nick.daisley

**Summary**

**BALANCE** -£1.55

**PRINT JOBS** 45

**PAGES** 310

**Activity**

Balance history for nick.daisley

**Environmental Impact**

- 3.6% of a tree
- 3.9 kg of CO<sub>2</sub>
- 241.7 hours running a 60W light bulb

Since Apr 11, 2017

Environmental Dashboard

You will find yourself at a summary screen, giving you an overview of your print jobs and activity - including how many trees you have consumed.

Go to the last item on the left-hand menu, for **Web Print**

**PaperCutMF** nick.daisley

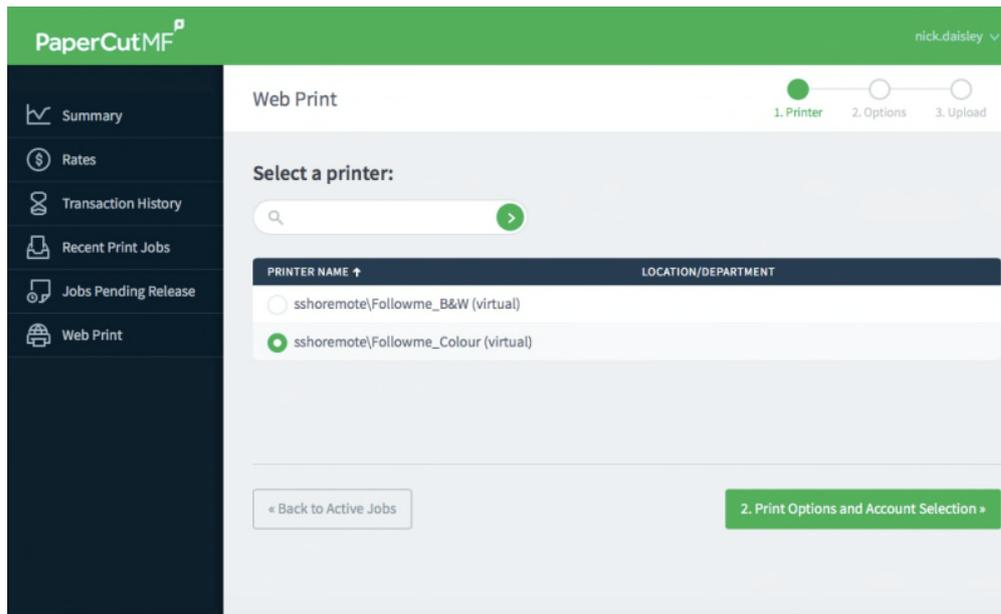
**Web Print**

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job >](#)

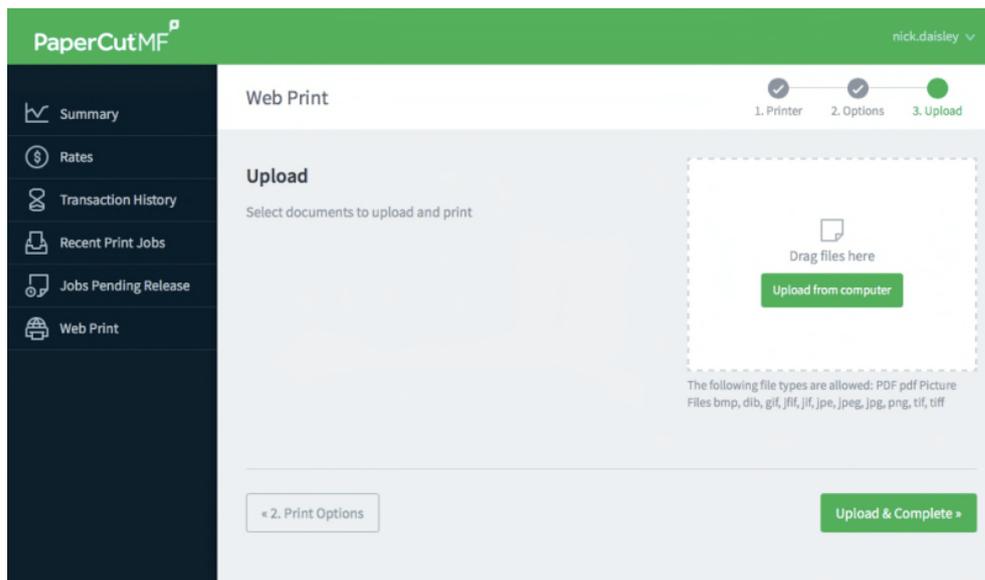
SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Jan 26, 2019 4:21:33 PM	sshoremate\Followme_Colour	SSH Handbook page.pdf	1	£0.07	Held in a queue
Jan 26, 2019 4:04:25 PM	sshoremate\Followme_Colour	testfile.pdf	1	£0.07	Finished: Queued for printing
Jan 26, 2019 3:55:12 PM	sshoremate\Followme_Colour	testfile.pdf	1	£0.07	Cancelled: Cancelled at release station

You need to select a printer - basically you have the option of Monochrome or Colour printing, which as with print jobs from the Library PCs, are print queues which you can collect from either of the copiers.



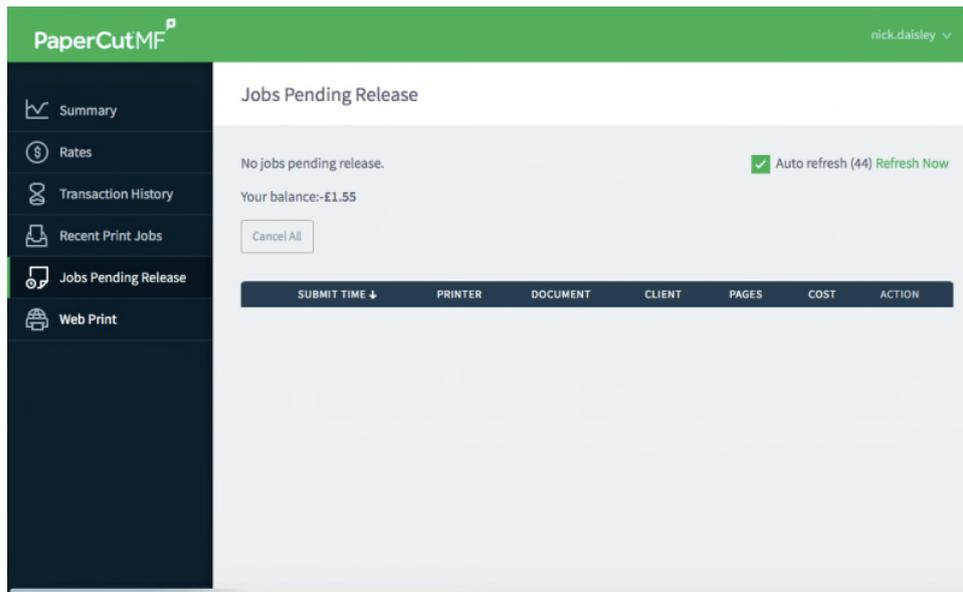
'Options' allows only the choice of how many copies of your job you are sending, or which account you wish to charge the job to, if you are a sacristan, house musician or a member of the Common Room committee.

From here you may submit your job, using either drag-and-drop, or with the 'Upload' button.



Once your job is submitted, it should run through fairly quickly, with obvious correlation between the size and complexity of the job and how long it takes to transact. If you find that the job is 'rendering' forever, check that VPN....

Once the job has gone through, you should see it 'held in a queue' in the jobs list, which means that it should be ready for you to collect at whichever of the printers you choose. You'll also now find that job in the previous menu option, 'Jobs Pending Release'.



You can then go to either library or admin corridor printer, and release the print job as you normally would with your supplied PIN, your university card, a key fob, or other RFID identifier if I have set that up for you.

*NWD oct 2022*