



# Post University Printing From Your Personal Computer

Post University has a system in place that allows our users to print from their personal computer to a few printers around campus. To take advantage of this, just follow the instructions below.

Open your web browser and navigate to <http://print.post.edu>. Log in with your network account credentials. If you don't know your credentials, visit the ICT office (Hess 209) and the staff will help you.

POST UNIVERSITY

Username

Password

Language English

Click on **Web Print** in the navigation menu.

## POST UNIVERSITY

### Summary

Username	pcprint (PCPrint)
Balance	\$47.30
Total print jobs	31
Total pages	31

### Activity

Balance history for pcprint

The graph shows a horizontal line at the \$47.30 mark on the y-axis, which ranges from \$25.00 to \$45.00. The x-axis represents time, with several vertical grid lines indicating intervals.

Click on **Submit a Job**.

# POST UNIVERSITY

## Web Print

- Summary
- Redeem Card
- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print**
- Log Out

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
<i>No active jobs</i>					

Choose a printer from the list.

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1. Printer    2. Options    3. Upload

Select a printer:

Quick Find:

Printer Name ▲	Location/Department
<input type="radio"/> ploadletter\Hess 109 - Computer Lab Kyocera	Hess 109
<input type="radio"/> ploadletter\Hess 216 - Hess Computer Classroom Kyocera	Hess 216
<input type="radio"/> ploadletter\North - 205 Xerox 4260	North 205
<input type="radio"/> ploadletter\North - ULC Xerox 4260 #1	North Learning Center
<input type="radio"/> ploadletter\North - ULC Xerox 4260 #2	North Learning Center
<input type="radio"/> ploadletter\Traurig - Student Printer 1 HP 4015n	Library-Reference Desk
<input type="radio"/> ploadletter\Traurig - Student Printer 2 HP 4015n	Library-Reference Desk

Select the number of copies.

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1. Printer   2. Options   3. Upload

### Options

Copies:

« 1. Printer Selection   3. Upload Document »

Review the list of allowed file types. These are the only types of files you can upload to print. Click on **Choose File** to select the file you want to print and then click **Upload & Complete**.

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1. Printer   2. Options   3. Upload

Select a document to upload and print

No file chosen

The following file formats are allowed:

Application / File Type	File Extension(s)
Microsoft Office Excel	xlam, xls, xlsb, xlsx, xltm, xlsx
Microsoft Office PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Office Word	doc, docm, docx, dot, dotm, dotx
Microsoft XPS	xps
PDF	pdf

« 2. Print Options   Upload & Complete »

Your document will now upload and print. Once the Status says Finished, the document is done printing and can be retrieved from the printer.

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[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
Feb 27, 2013 11:38:24 AM	ploadletter/Hess 216 - Hess Computer Classroom Kyocera	test.docx	1	\$0.10	Finished: Queued for printing