

# WebPrint: Basic Wireless Printing Instructions

1. Login to the WebPrint with your Texas Wesleyan Username and Password:

## Please Log In

### Welcome to Print Manager Plus!

User name:








Password:

Log on to:


☐ Remember me

Log In

2. Click the **Print** icon on the menu bar
  - (Choosing any icon on the menu bar will allow you to access that feature)

  Print  Balances  Release  Billing  History  Reports User ▾

## Release

 Anytime ▾ Refresh

Document ⇅ Printer ⇅ Submitted ▾ Size ⇅ Color ⇅ Pages ⇅ Cost ⇅

< 1 >

3. Select the file you would like to print by clicking on the **Select File to Upload** button

## Select Document

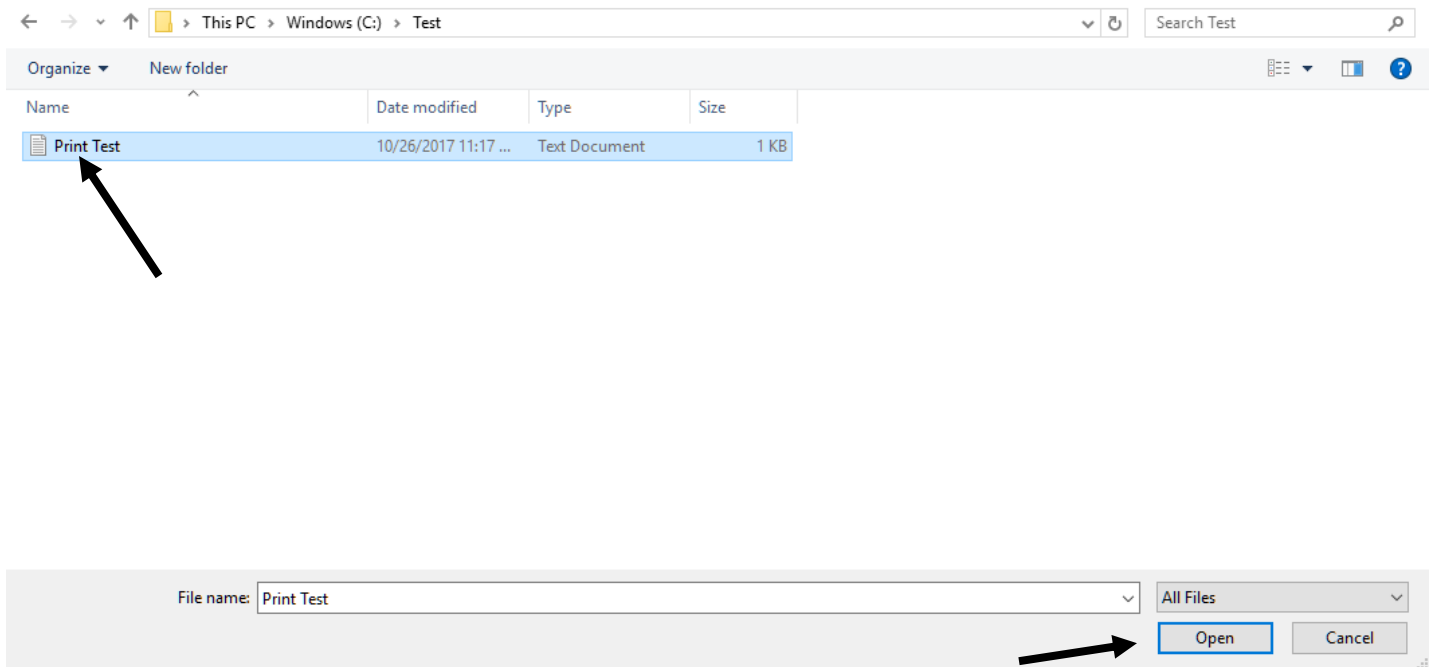
Name	Expires	Size
There are no documents		

Drop Files Here to Upload or Select File to Upload

Supported file types

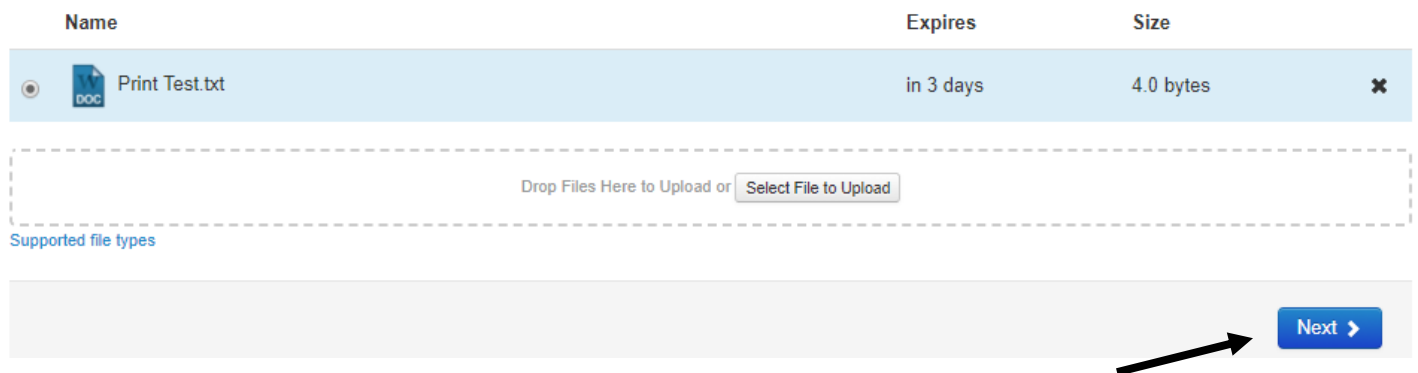
Next >

4. Click on the file and select **Open**



5. Click **Next**

## Select Document



6. Select a printer from the drop down menu and click **Next**

## Print Document

Print Test.txt

Printer: Library\_Floor3\_A on STUPRINTPROD0

Ready 6 job(s) in queue

Copies: 1

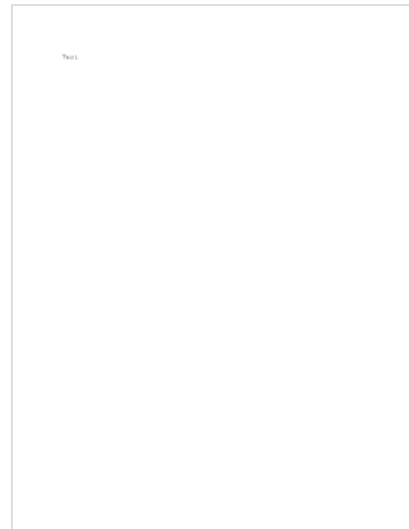
Pages per sheet: 1 2 4 6 9 16

Print on: One side

Color mode: Color Grayscale

Page range: All  
e.g., 2, 3-5, odd

Paper tray: Automatically Select



Previewing Page 1 of 1



Back

Next

### 7. Click **Print Now**

Success! Your job is ready to be printed.

## Confirmation

Printer: EJW\_B25\_P4015n  
Document: Print Test.txt  
Total Pages: 1  
Job Cost: \$0.05

Cancel

Print Now

- If you are printing in the library, click **Hold Job in Queue**. Go to the print release station to print the document.

Success! Your job is ready to be printed.



## Confirmation

**Printer:** Library\_Floor3\_A  
**Document:** Print Test.txt  
**Total Pages:** 1  
**Job Cost:** \$0.05

Cancel

Hold Job In Queue



8. After the document has been printed, choose **User** on the menu bar and **Log Out**.