WebPrint Instructions

Franklin Pierce University has implemented a printing solution that allows people with an account (student, faculty, or staff) to be able to print to the patron or lab printers from any computer or device that has access to a web browser. The instructions below show how to print a Word, Excel, PowerPoint or PDF document through the FPU WebPrint service found at http://webprint.franklinpierce.edu:9191.

Please note: Web Print only works from inside the FPU network in Rindge. When you click on that link or enter the address in your web browser, you will be brought to a login page. Simply type your network username and password. You only need to type your username, so if you are John Doe, you simply type **doej** or **doej13** and your password.
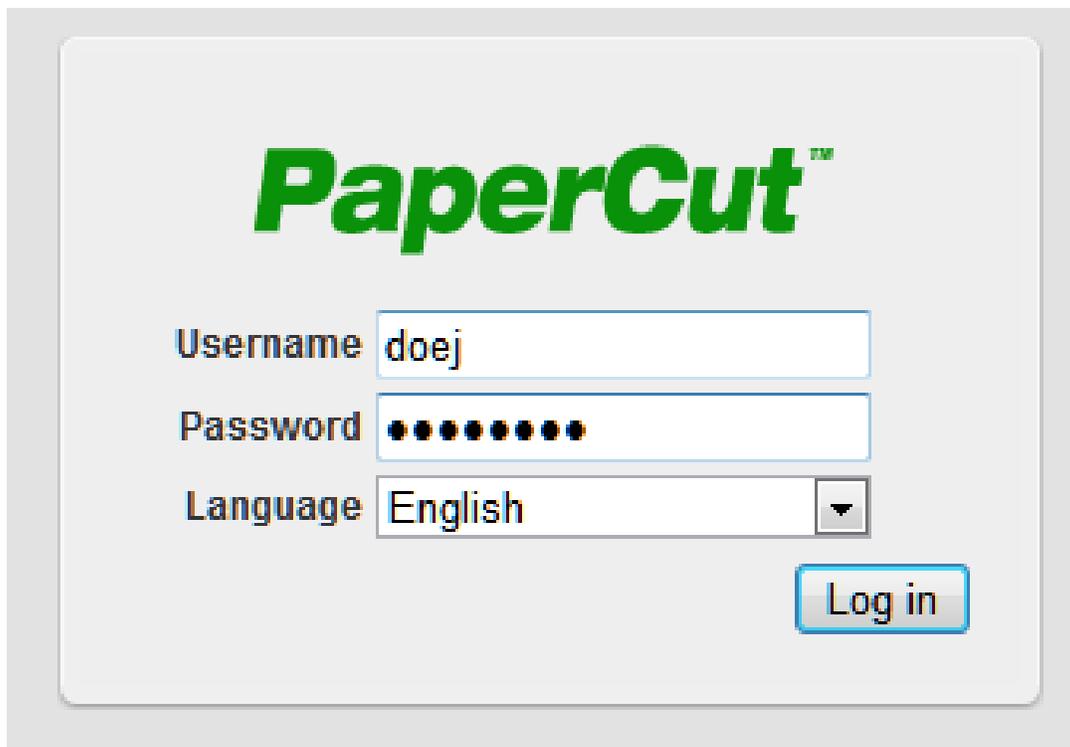
After you login, you will see a summary web page:

In the image above, note that the left hand side of the page lists different sections. The second from the bottom is the Web Print function. Upload Word, Excel, PowerPoint and PDF files to this area, then go to a public printer and print your document. This is a three step procedure that starts when you click Submit a Job>> as highlighted below.

There is only one print queue that allows this function, and it will be automatically selected. Click on the "Print Options and Account Selection" button to continue.

	1. Printer	2. Options	3. Upload

Select a printer:

Quick Find: [   ] [Find Printer]

Printer Name ▲	Location/Department
◉ promise\RavenPrint (virtual)	

[« Back to Active Jobs]   [2. Print Options and Account Selection »]

The next screen asks for the number of copies to be sent to be printer. Simply type the number and click on Upload Document.

	1. Printer	2. Options	3. Upload

Options

Copies: [1]

[« 1. Printer Selection]   [3. Upload Document »]

The next screen is where you can select what you want to print and sent it to the queue. First click browse, locate your document, then when you return to this screen hit Upload & Complete.

The document will then be uploaded; when you see the status as 'Held in Queue', g o to the printer and swipe your card or type your username and password and select the document that was sent to the queue.