

How can I use Web Print?

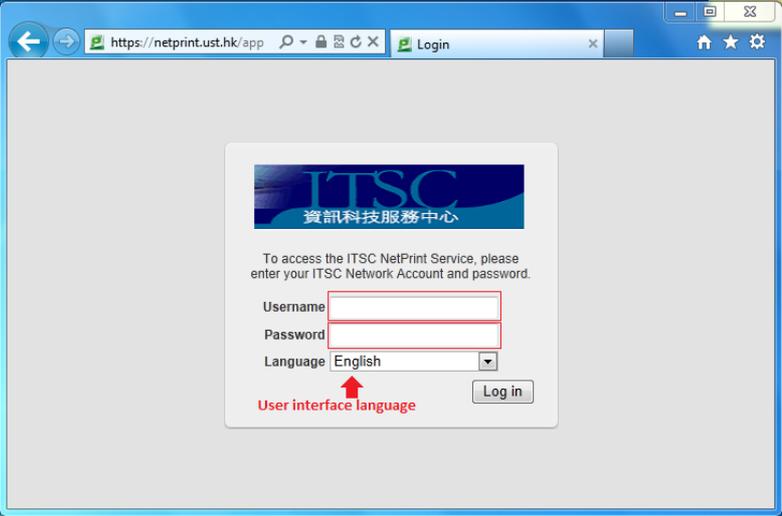
To use Web Print,

1. logon to the new print accounting system
2. click on the Web Print menu on the left
3. Follow the wizard to upload document to print.

When the printer receives the print job, the job will show up in the transaction history.

Below are the detail steps:

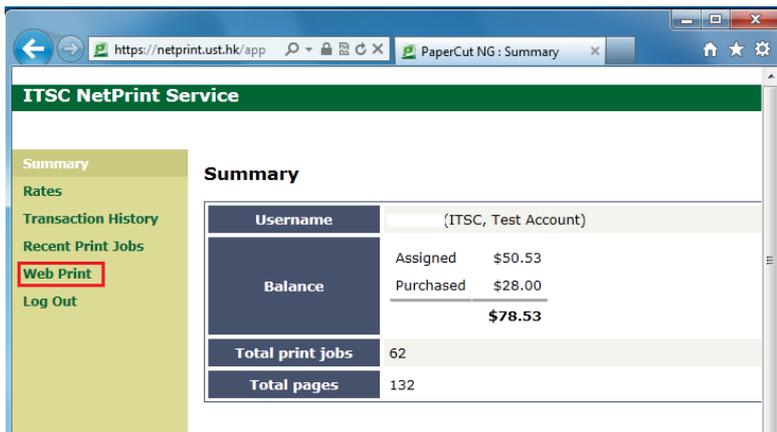
1. Visit <https://netprint.ust.hk/> .
2. Input your ITSC Network account name and password, and select your preferred language for the netprint interface.



The screenshot shows a web browser window with the address bar displaying <https://netprint.ust.hk/app>. The page content includes the ITSC logo (資訊科技服務中心) and a login form. The form contains the following fields and controls:

- A heading: "To access the ITSC NetPrint Service, please enter your ITSC Network Account and password."
- A "Username" text input field.
- A "Password" text input field.
- A "Language" dropdown menu currently set to "English".
- A "Log in" button.
- A red arrow pointing to the "Language" dropdown with the text "User interface language" below it.

3. Click on "Web Print" hyperlink as below.



- Click on "Submit a job" hyperlink as below.



- Select one of the printer as below (**Figure 1**). Or you can search the printer with its description (e.g. coffeeshop) in the textbox as below (**Figure 2**) and click "Find Printer" button.

Figure 1

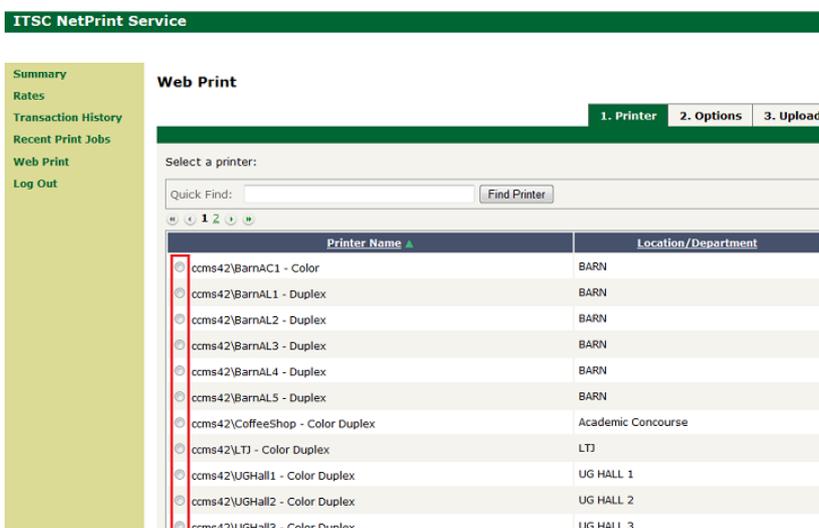
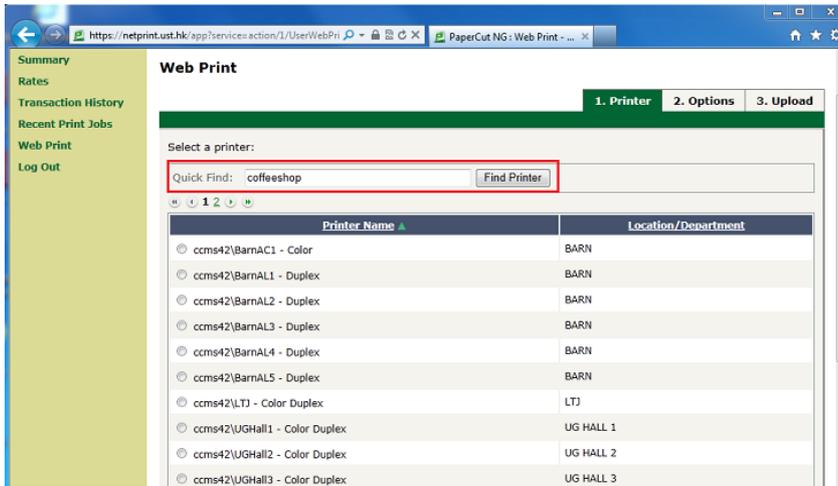


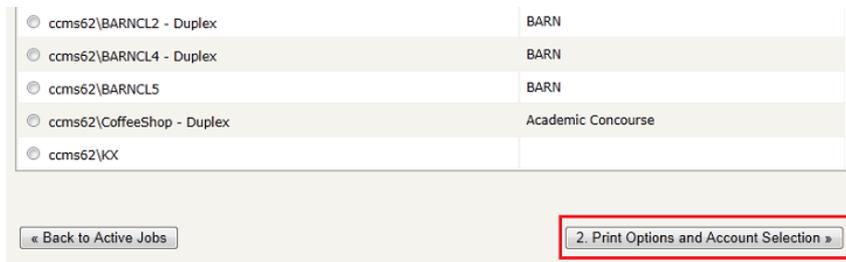
Figure 2



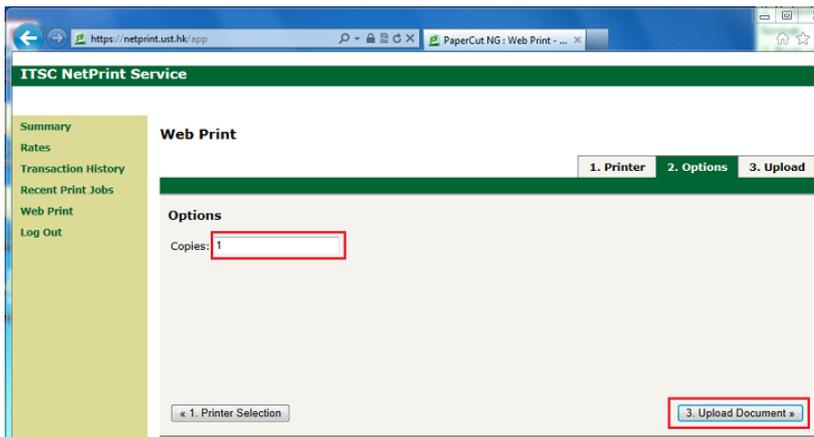
You may notice the printer default setting (e.g. Color, duplex) near the printer name.



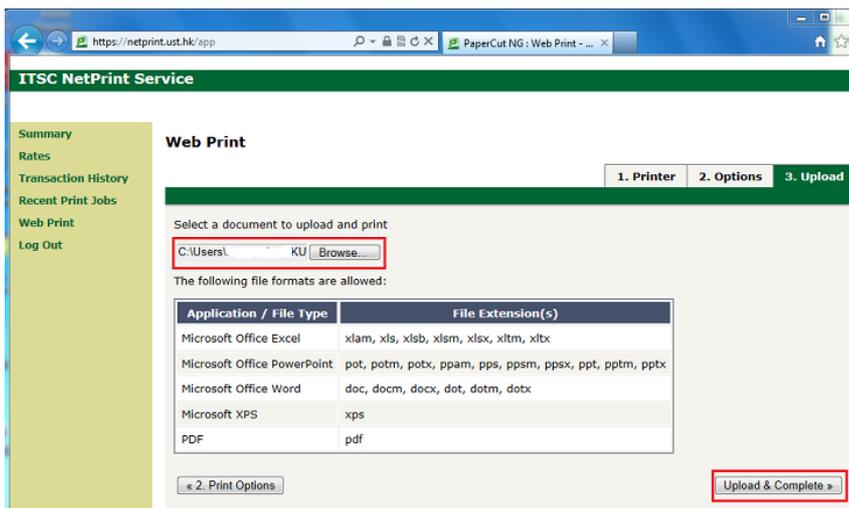
6. Then, scroll to the bottom, click on the button "Print options and account selection".



7. Select the quantity of copies, and click on the button "Upload Document" as below.



8. Click on button "Browse..." and select your document. Please note that ONLY pdf, xps, Word, PowerPoint or Excel file format is allowed and no advance print options (e.g. Multiple pages per sheet). After selecting your file, click on "Upload & Complete" as below.



9. You should see your document status as below. Please wait a moment while conversion.



10. When the status changed to "Finished" as below, you should be able to collect your handout from the printer.

ITSC NetPrint Service

Summary
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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.
 ** Uploaded document will be deleted after printing **

[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
Sep 11, 2012 2:18:22 PM	ccms42\UGHall1 - Color Duplex	mobile friendly workplace.pdf	1	\$2.40	Finished: Queued for printing
Sep 11, 2012 2:11:04 PM	ccms62\UGHall1 - Black Duplex	the death of bob diamond's dream.pdf	5	\$1.30	Finished: Queued for printing

11. Please click on "Log Out" hyperlink after finished.

ITSC NetPrint Service

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Summary

Username	(ITSC, Test Account)	
Balance	Assigned	\$34.43
	Purchased	\$28.00
		\$62.43
Total print jobs	77	
Total pages	152	

Balance history for

Day	Balance
7 Aug	\$100.00
14 Aug	\$100.00
21 Aug	\$100.00
28 Aug	\$75.00
4 Sep	\$62.43