How to use Web Printing.

Browse to https://print.mic.ul.ie:9192/user
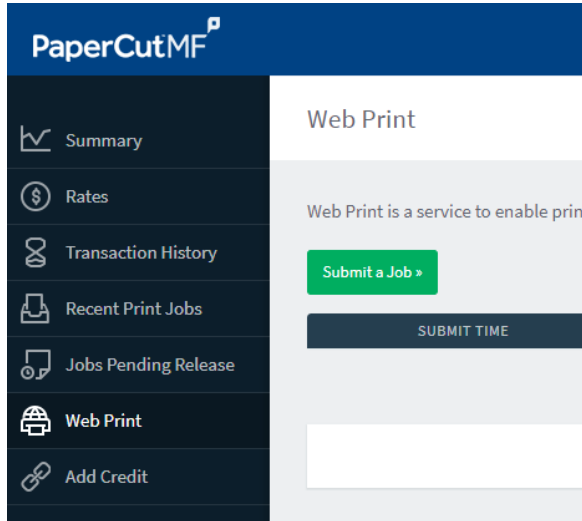
You will be brought directly to the page below. Select 'Web Print' from the left hand menu and click on 'Submit a Job'
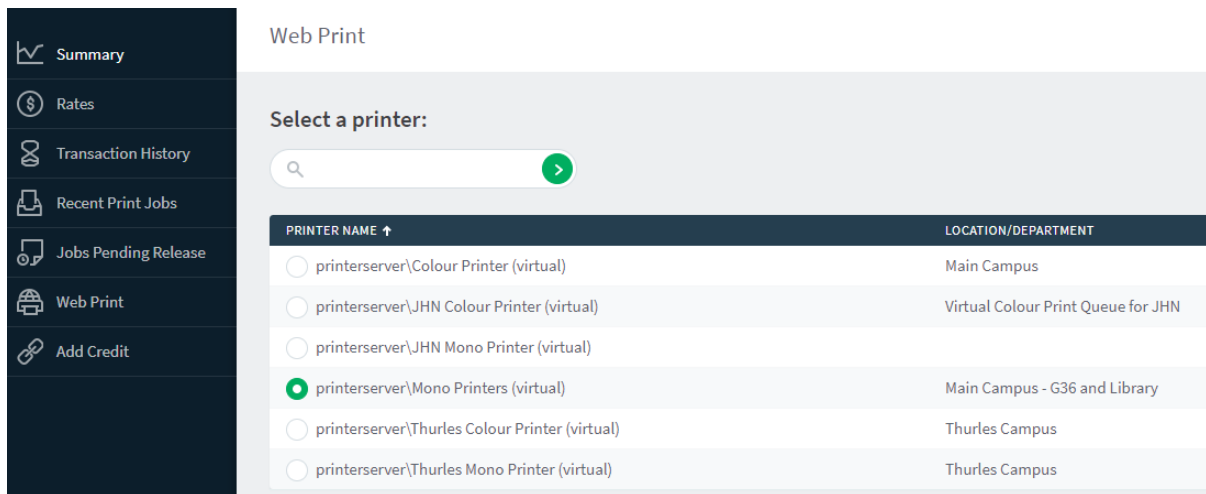

Important: *Please note that the '**printerserver\Mono Printers**' uses **Follow Me Printing**.*

If you choose to send a job to this queue, you can release your job from any of the following printers:
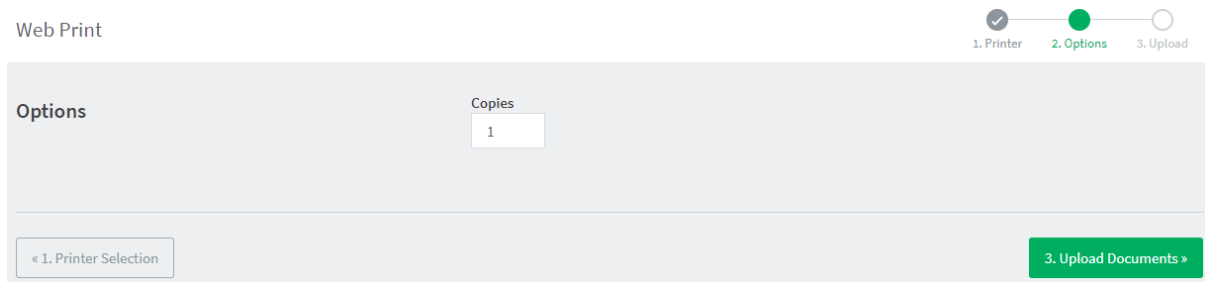
- *Both printers in the library*
- *The mono printer in G33*
- *And the mono printer in G36*

Choose from the list shown the print queue you wish to submit a job to:
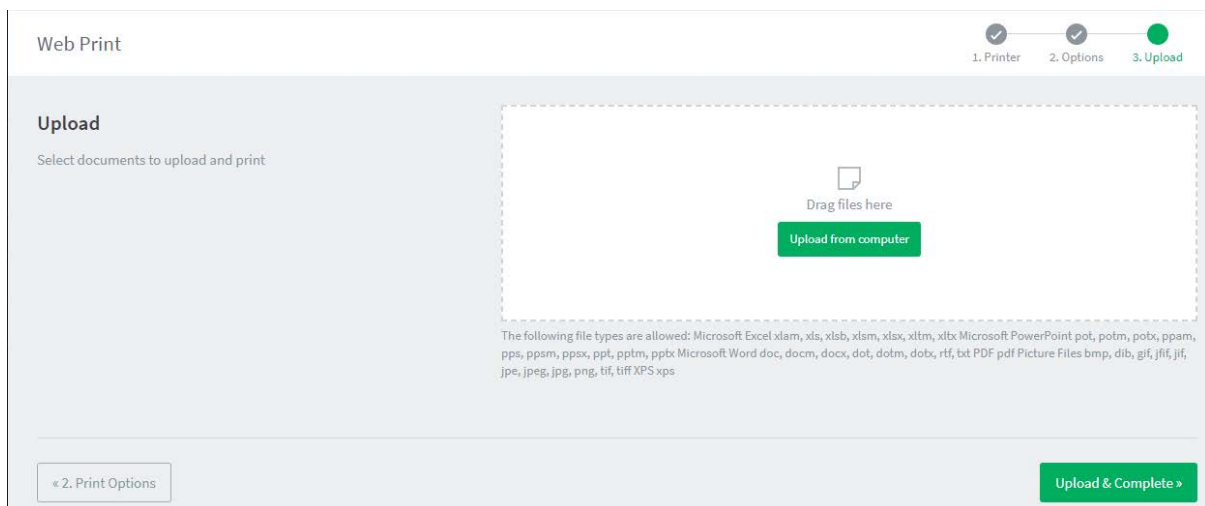

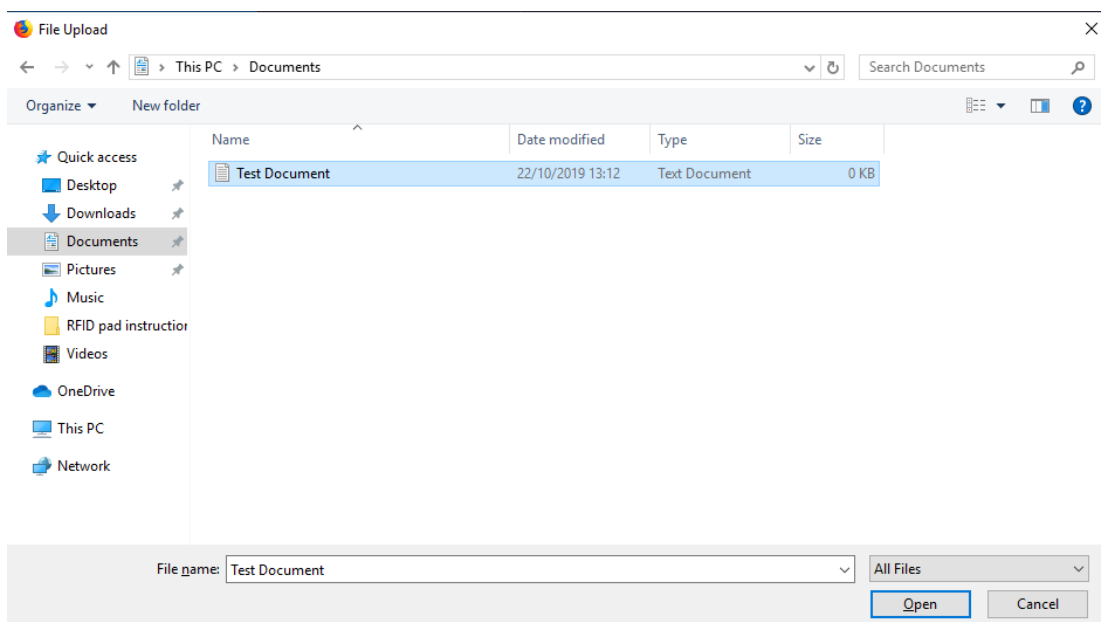And click on '2. Print Options and Selections'

On the next screen choose the number of copies and click on 'Upload Documents'.

Here you can either drag files into the box provided or select "Upload from Computer" to choose your files from the file explorer.
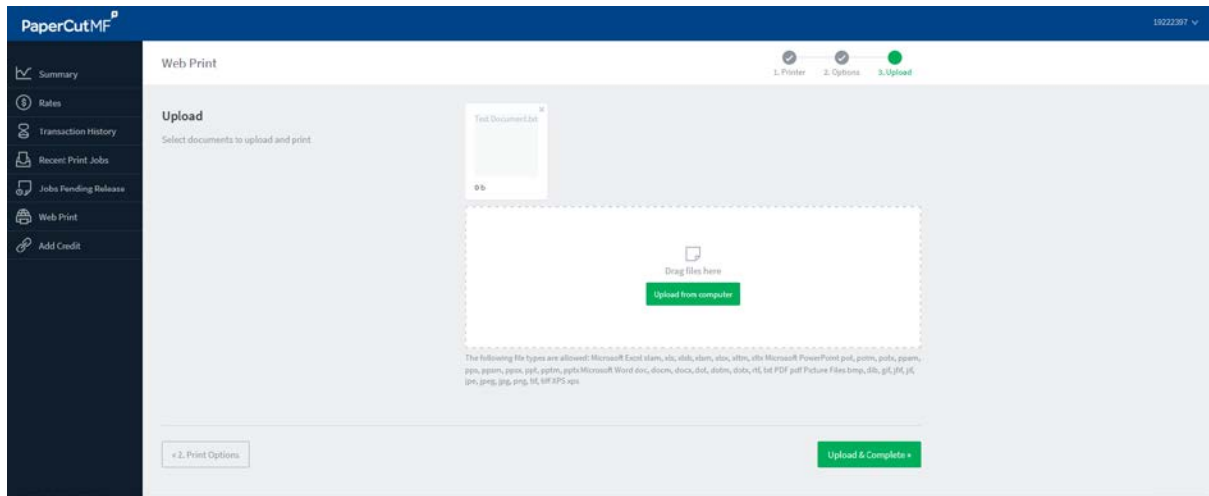

If you do select "Upload from Computer", this is what you'll see. Choose the document you want to print and select Open.

Your file will now appear on the upload page like this. You can add more print jobs if you wish in the same way.

When you have chosen all the documents you want to print, select 'Upload & Complete'

When the status of the job changes to "Held in a queue", your print job is ready to release from the relevant queue.