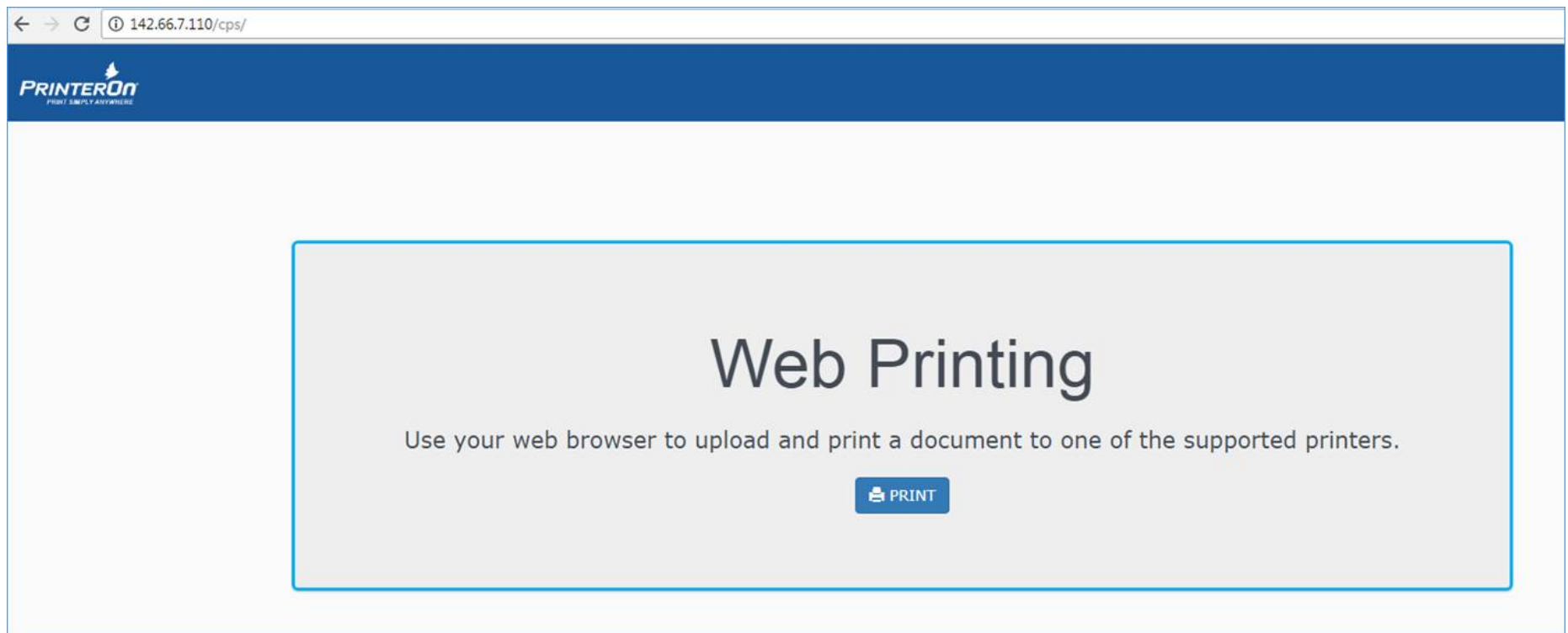


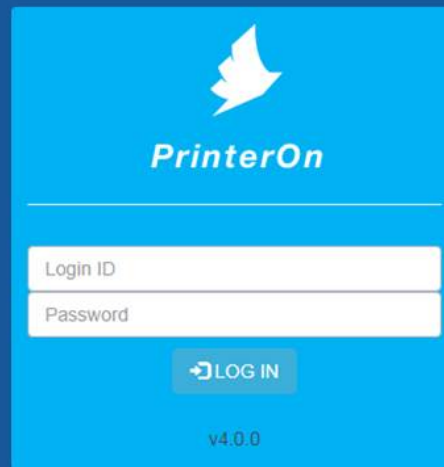
University of Lethbridge PrinterOn Web Based Printing

Access PrinterOn web based printing by going to <https://printing.uleth.ca>, the following information will guide you through printing a document using PrinterOn web based print.

Once at the web page, click the “PRINT” tab



Login in using your U of L username and password



The image shows a login interface for 'PrinterOn' centered on a dark blue background. The interface is contained within a light blue rectangular box. At the top of this box is a white logo of a stylized bird or leaf, followed by the text 'PrinterOn' in a white, sans-serif font. Below the logo is a thin white horizontal line. Underneath the line are two white input fields: the top one is labeled 'Login ID' and the bottom one is labeled 'Password'. Below these fields is a light blue button with a white right-pointing arrow and the text 'LOG IN'. At the bottom of the light blue box, the version number 'v4.0.0' is displayed in a small, white, sans-serif font.

Select the “campus” print queue.

PRINTERON
PRINT SIMPLY ANYWHERE

stevdj

Step 1 - Choose a Printer Step 2 - Document Information Step 3 - Print Options Job Submission

Step 1 - Choose a Printer ?

Display 10 records per page Search:

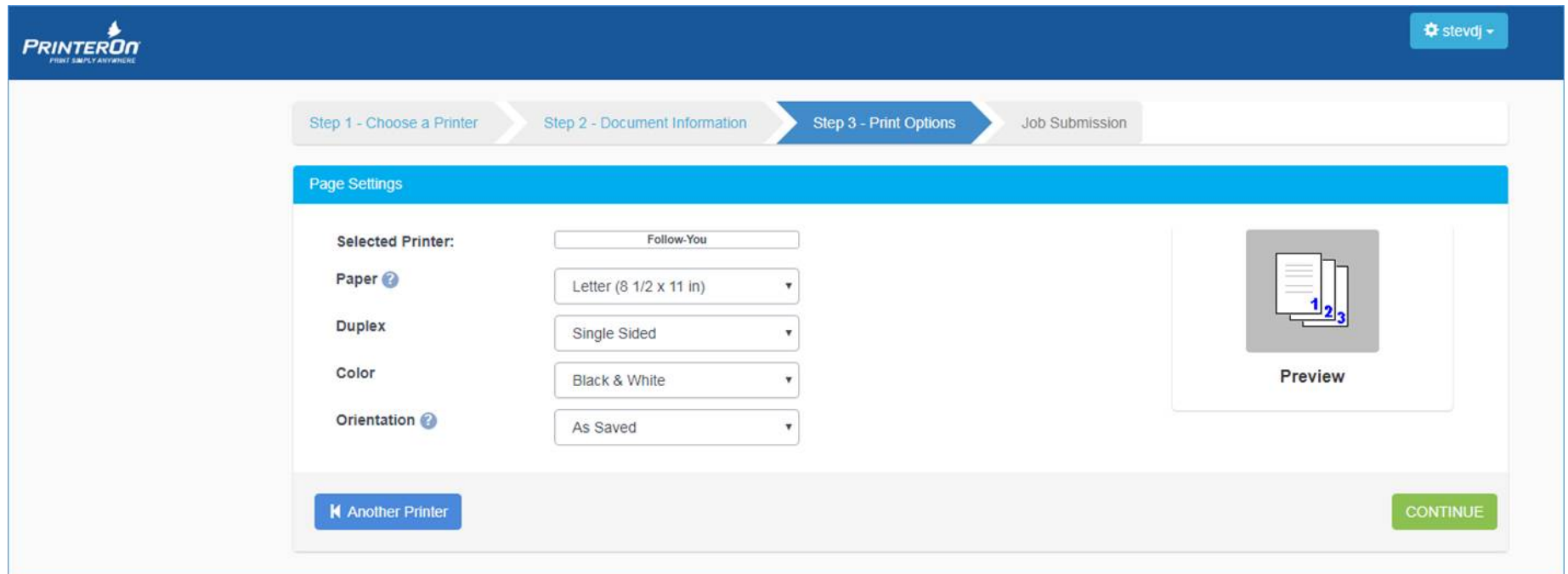
Printer Name	Department Name	Details
campus	Default	<input type="text"/> <input type="button" value="Q"/>

Previous 1 Next

Press the “Choose File” tab to select a document from your computer to upload to the print queue or enter in a URL into the Web Page field to print that page. Enter in the number of copies if you want more than one, you can also select a page range to print. Press the “Continue” tab to move to the next stage in the process.

The screenshot displays the PrinterOn web interface. At the top left is the PrinterOn logo with the tagline 'PRINT. SIMPLY. ANYWHERE.' and a user profile 'stevdj' at the top right. A progress bar shows four steps: 'Step 1 - Choose a Printer', 'Step 2 - Document Information' (which is the active step), 'Step 3 - Print Options', and 'Job Submission'. Below the progress bar is a section titled 'Select your document and options'. This section contains several input fields: 'Selected Printer:' with a dropdown menu showing 'Follow-You'; 'Document' with a 'Choose File' button and the text 'No file chosen'; 'Web Page' with an empty text input field; 'Copies' with an empty text input field; and 'Page Range' with two empty text input fields separated by a hyphen. At the bottom left of this section is a blue button labeled 'Another Printer', and at the bottom right is a green button labeled 'CONTINUE'.

You can choose the paper size you want to print your document on, select if you want to print on one side of the page or both sides and you can change the paper orientation, select black & white or colour. Press the “Continue” tab to complete the process of submitting the document to the print queue.



The screenshot displays the HP Print On Demand web interface. At the top left is the **PRINTER On** logo with the tagline "PRINT SIMPLY ANYWHERE". At the top right, there is a user profile icon labeled "stevdj" with a dropdown arrow. Below the header is a progress bar with four steps: "Step 1 - Choose a Printer", "Step 2 - Document Information", "Step 3 - Print Options" (which is highlighted in blue), and "Job Submission".

The main content area is titled "Page Settings" and contains the following configuration options:

- Selected Printer:** Follow-You
- Paper:** Letter (8 1/2 x 11 in)
- Duplex:** Single Sided
- Color:** Black & White
- Orientation:** As Saved

On the right side of the settings area, there is a "Preview" section showing a document icon with page numbers 1, 2, and 3. At the bottom left, there is a button labeled "Another Printer" with a left-pointing arrow. At the bottom right, there is a green button labeled "CONTINUE".

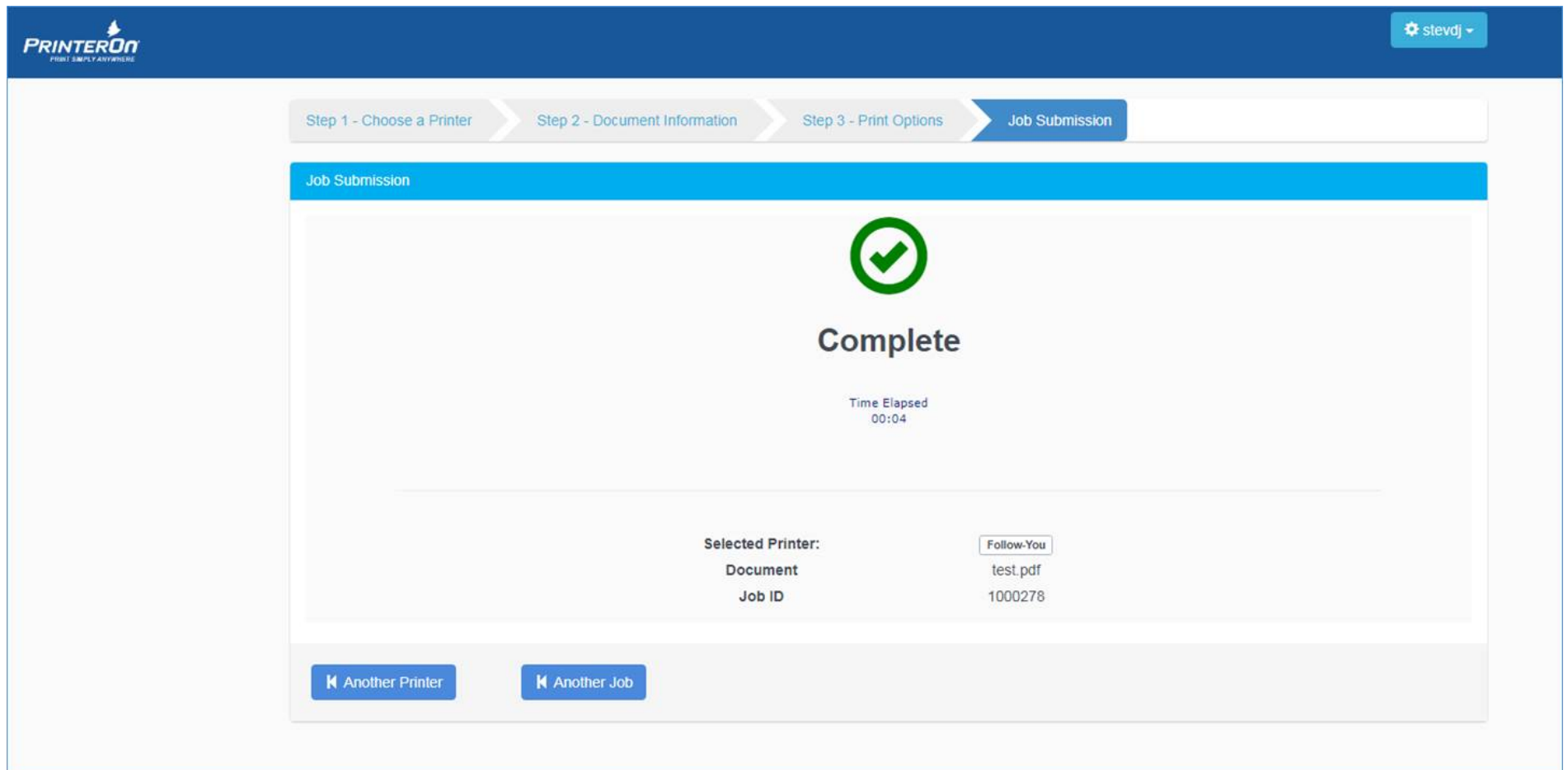
Depending on the file size, it may take a few seconds to process

The screenshot displays the PrinterOn web interface during the 'Job Submission' step. The top navigation bar includes the PrinterOn logo and a user profile 'stevdj'. A progress indicator shows four steps: 'Step 1 - Choose a Printer', 'Step 2 - Document Information', 'Step 3 - Print Options', and 'Job Submission', with the last step being active. The main content area is titled 'Job Submission' and features a 'Processing Job' heading with a loading spinner and a 'Time Elapsed 00:00' timer. Below this, a message states 'Your request is currently being processed.' A table at the bottom provides details about the job: 'Selected Printer: Follow-You', 'Document: test.pdf', and 'Job ID: 1000278'. At the bottom of the interface, there are two buttons: 'Another Printer' and 'Another Job'. The footer contains the copyright notice: 'Copyright © 2017 PrinterOn. All rights reserved.'

Selected Printer:	Follow-You
Document	test.pdf
Job ID	1000278

When the submission has completed you can then log onto a Ricoh device to release your print job.

If you are printing a colour document, be sure to release your print job at a colour device.



The screenshot shows the PRINTEROn web interface. At the top left is the PRINTEROn logo with the tagline "PRINT SIMPLY ANYWHERE". At the top right is a user profile icon labeled "stevdj". Below the header is a progress bar with four steps: "Step 1 - Choose a Printer", "Step 2 - Document Information", "Step 3 - Print Options", and "Job Submission". The "Job Submission" step is highlighted in blue. Below the progress bar is a blue header for the "Job Submission" section. The main content area features a large green checkmark icon, the word "Complete" in bold, and "Time Elapsed 00:04". Below this is a table with printer and job details. At the bottom are two buttons: "Another Printer" and "Another Job".

Selected Printer:	
Document	Follow-You
Job ID	test.pdf
	1000278