

University of  
Lethbridge



Printing Services

# **PRINTING ON-CAMPUS A HOW-TO GUIDE**

## **DID YOU KNOW?**

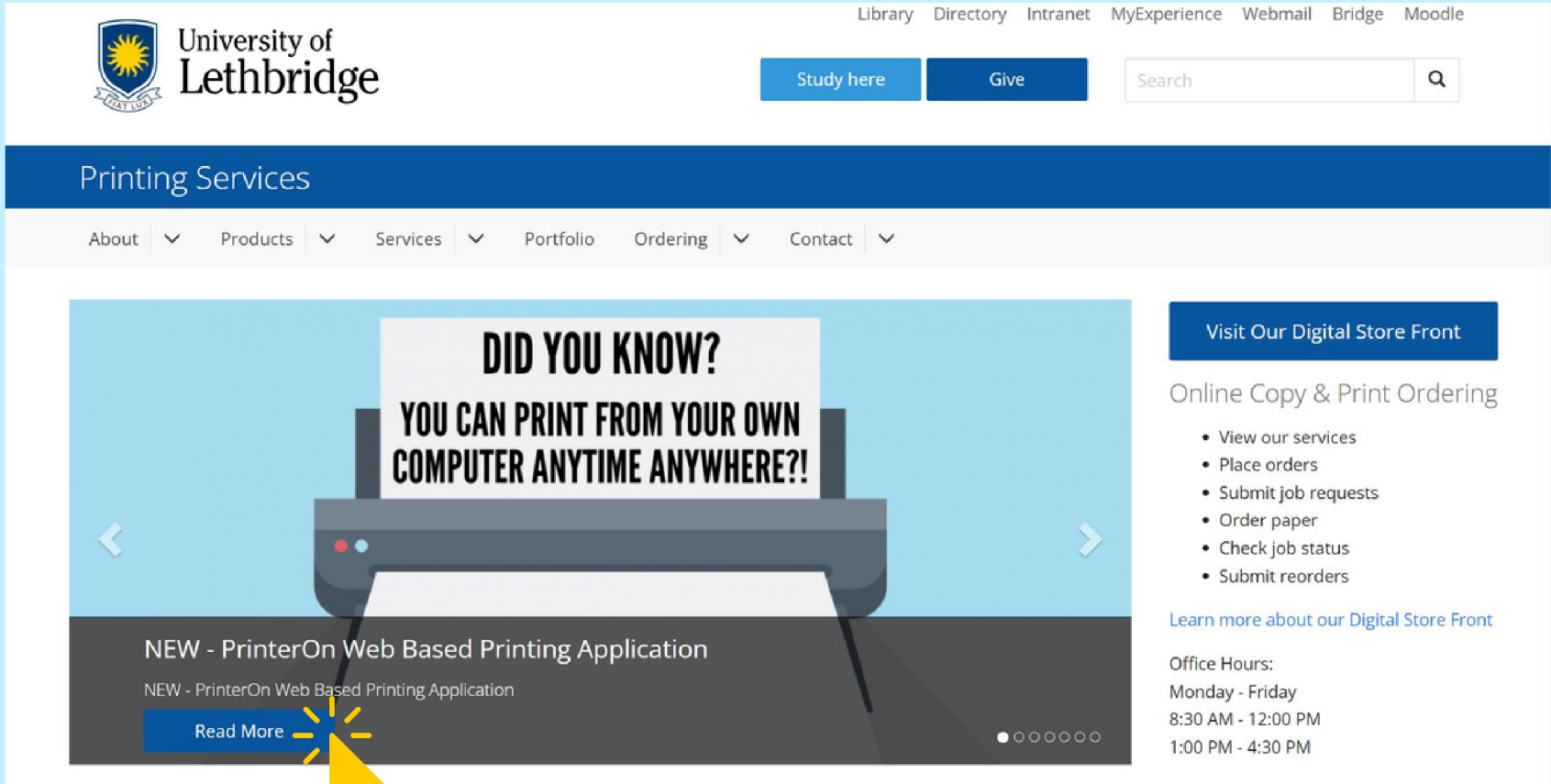
### **YOU CAN PRINT FROM YOUR OWN COMPUTER ANYTIME ANYWHERE?!**

**All you have to do follow the steps in this guide and voila!**



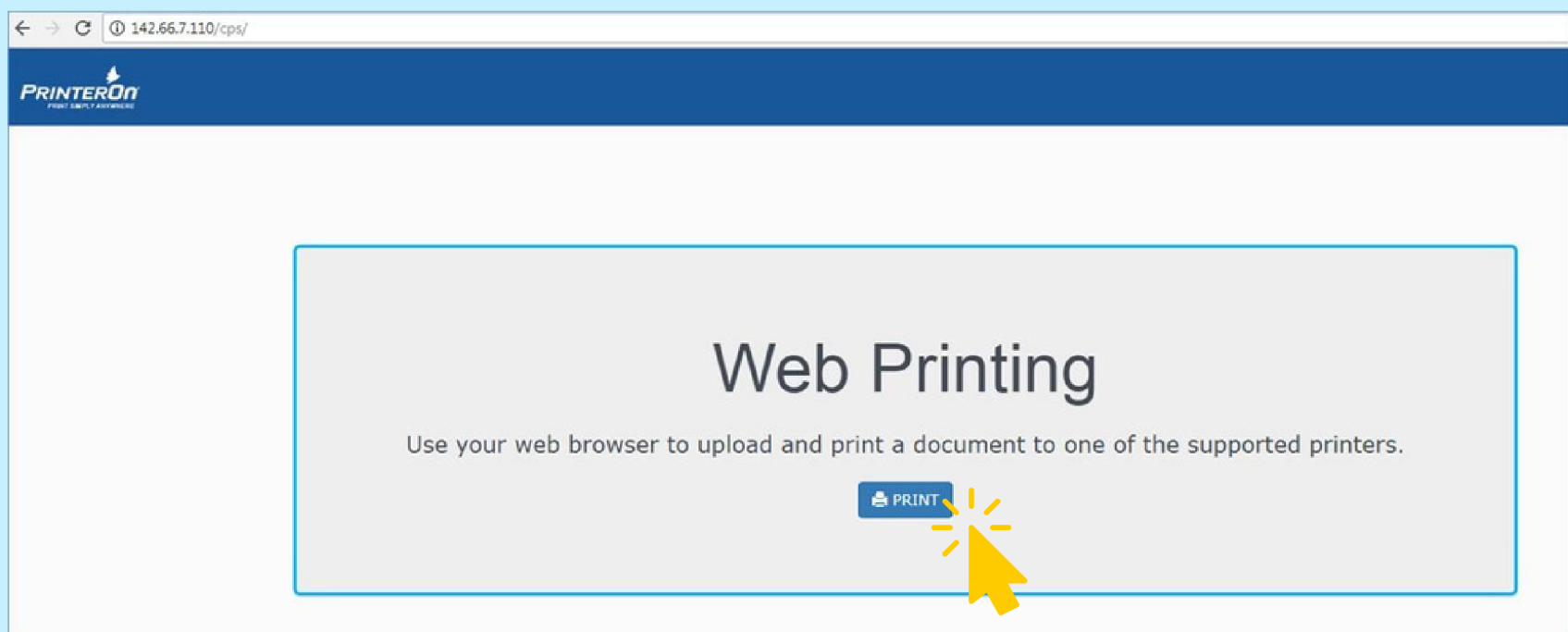
# ULeth PrinterOn User Guide

- 1 Go to [www.uleth.ca/printing](http://www.uleth.ca/printing) and click on our Follow-You-Printing Graphic or go directly to: <https://printing.uleth.ca>



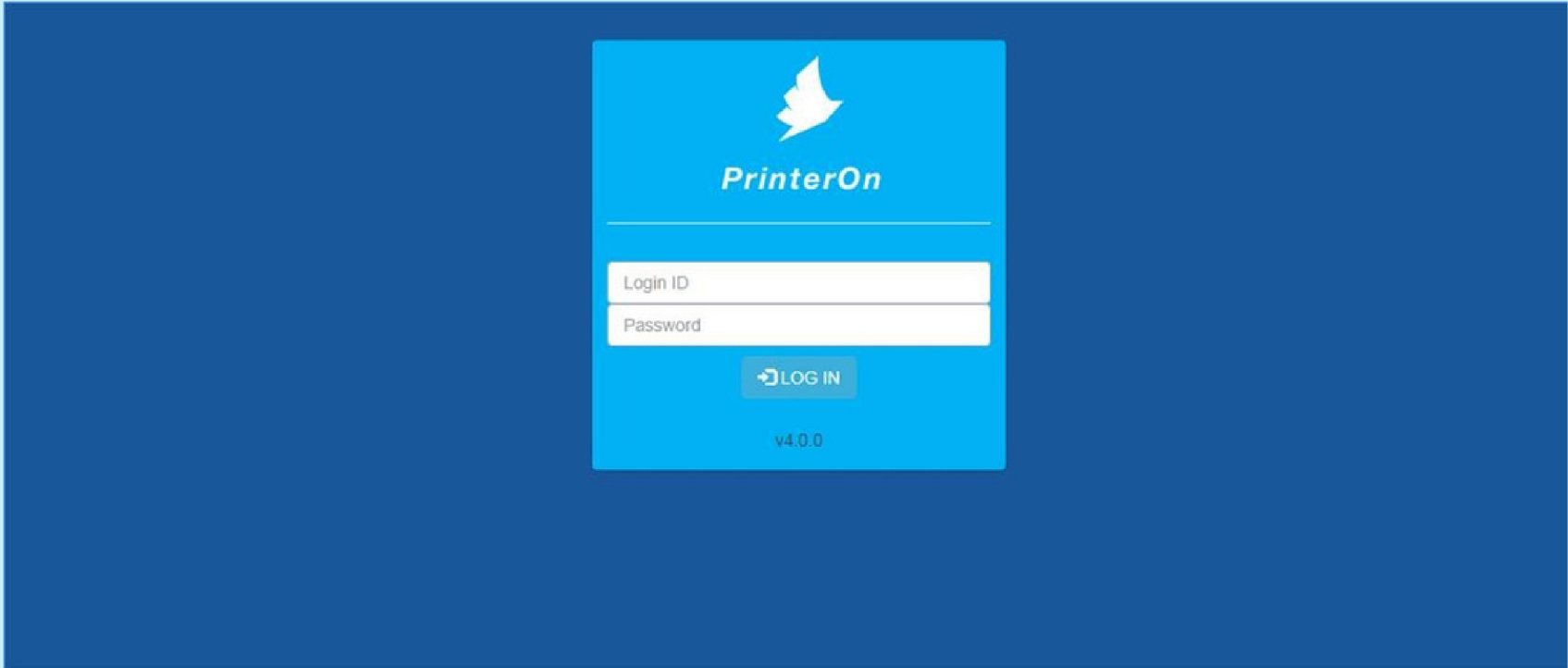
- 2 Access PrinterOn web based printing by going to <https://printing.uleth.ca>, the following information will guide you through printing a document using PrinterOn web based print.

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

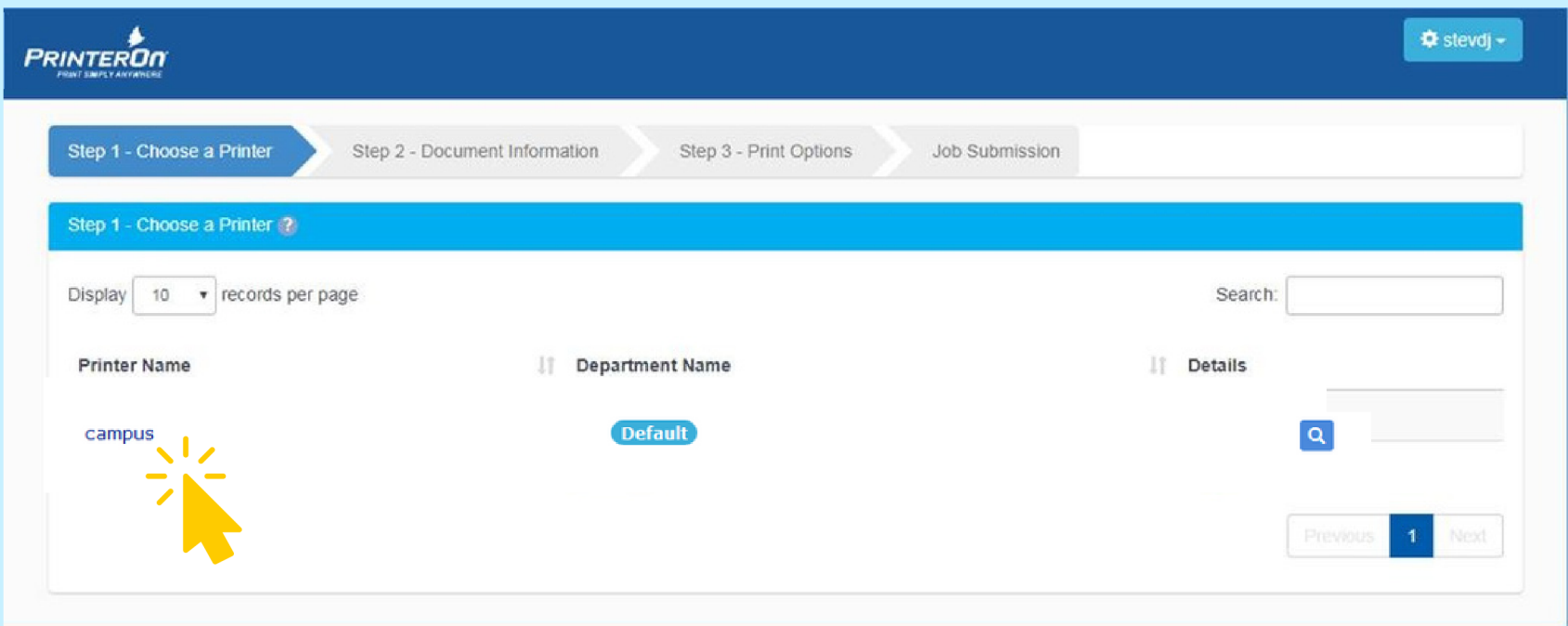


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**3** Login in using your U of L username and password

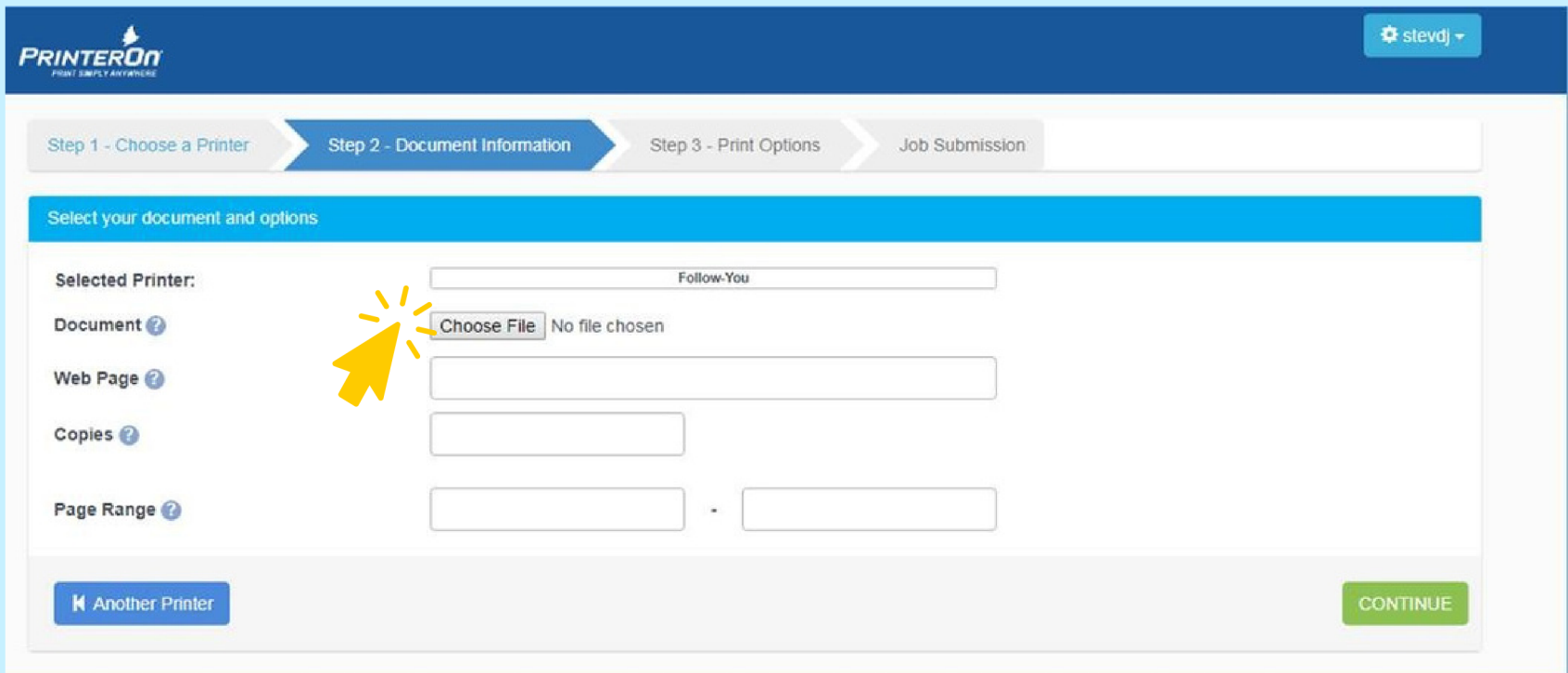


**4** Select the “campus” print queue.



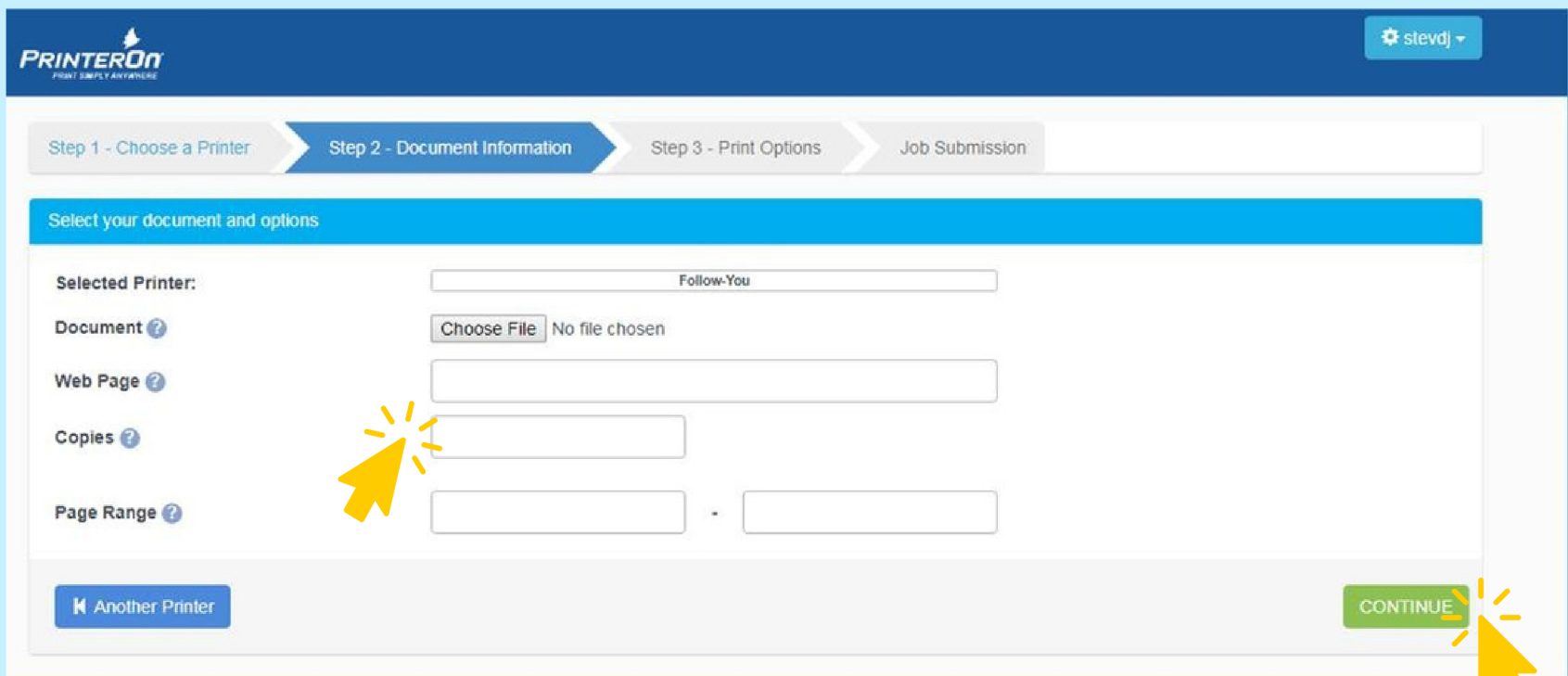
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- 5** Press the “Choose File” tab to select a document from your computer to upload to the print queue or enter in a URL into the Web Page field to print that page.



The screenshot shows the PrinterOn web interface. At the top, there is a navigation bar with the PrinterOn logo and a user profile 'stevdj'. Below the navigation bar, there are four steps: Step 1 - Choose a Printer, Step 2 - Document Information (highlighted), Step 3 - Print Options, and Job Submission. The main content area is titled 'Select your document and options'. It contains several fields: 'Selected Printer' (Follow-You), 'Document' (Choose File, No file chosen), 'Web Page', 'Copies', and 'Page Range'. A yellow arrow points to the 'Choose File' button.

- 6** Enter 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.



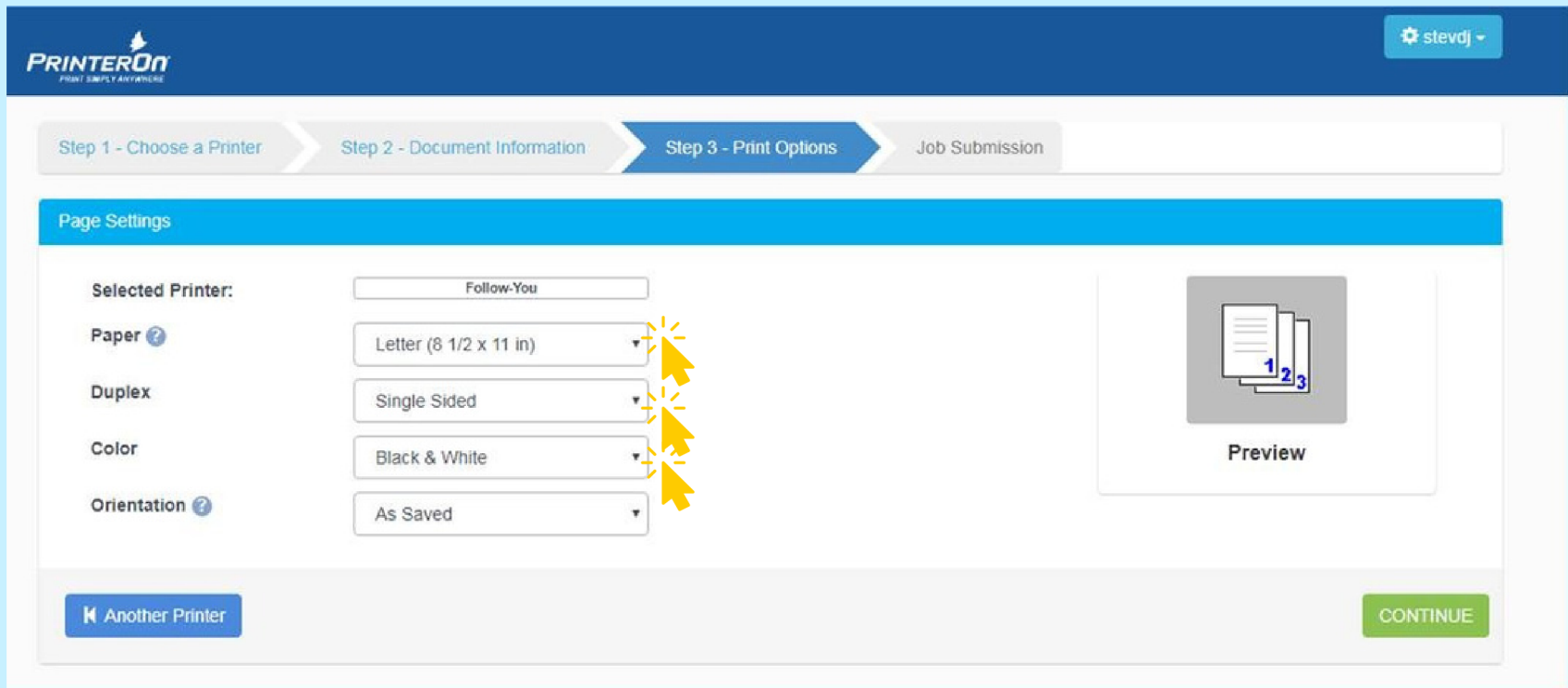
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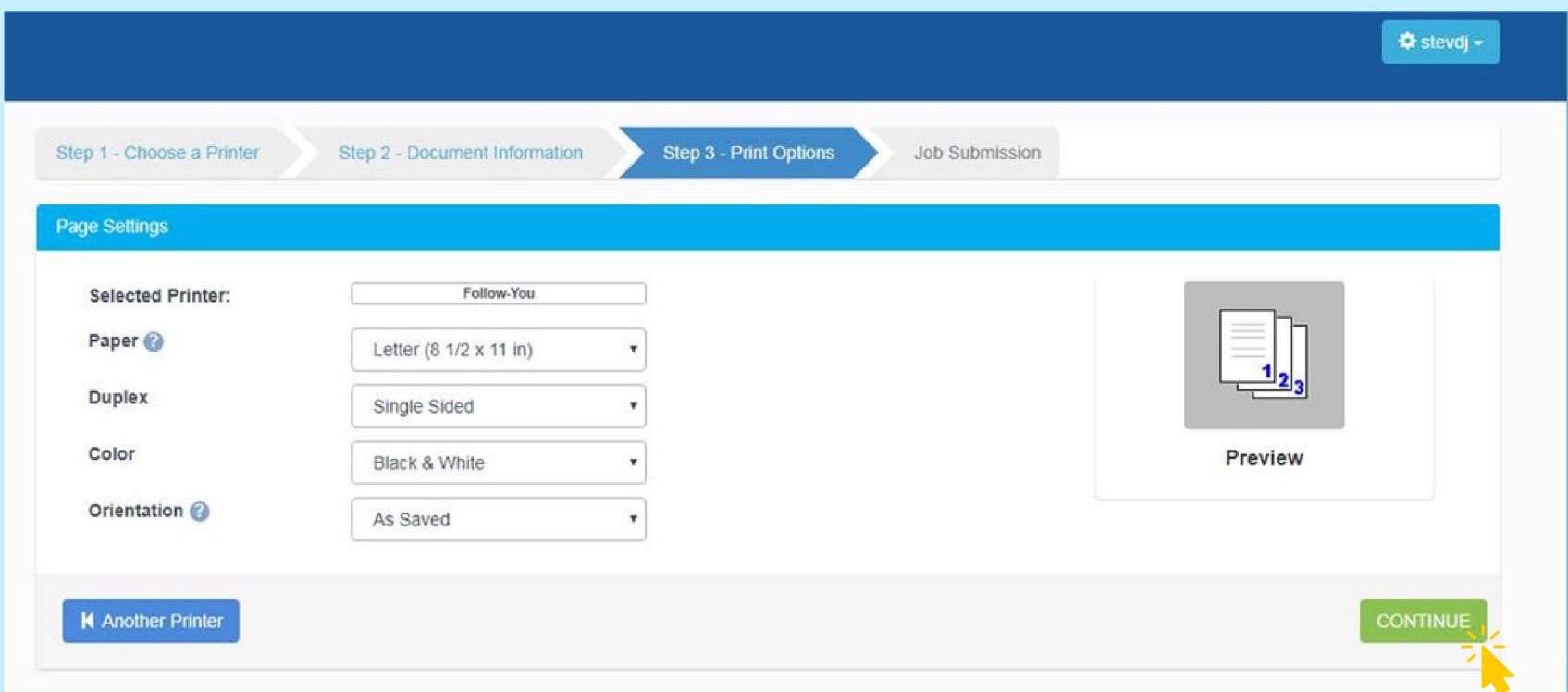
7

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, selecting black and white or colour.



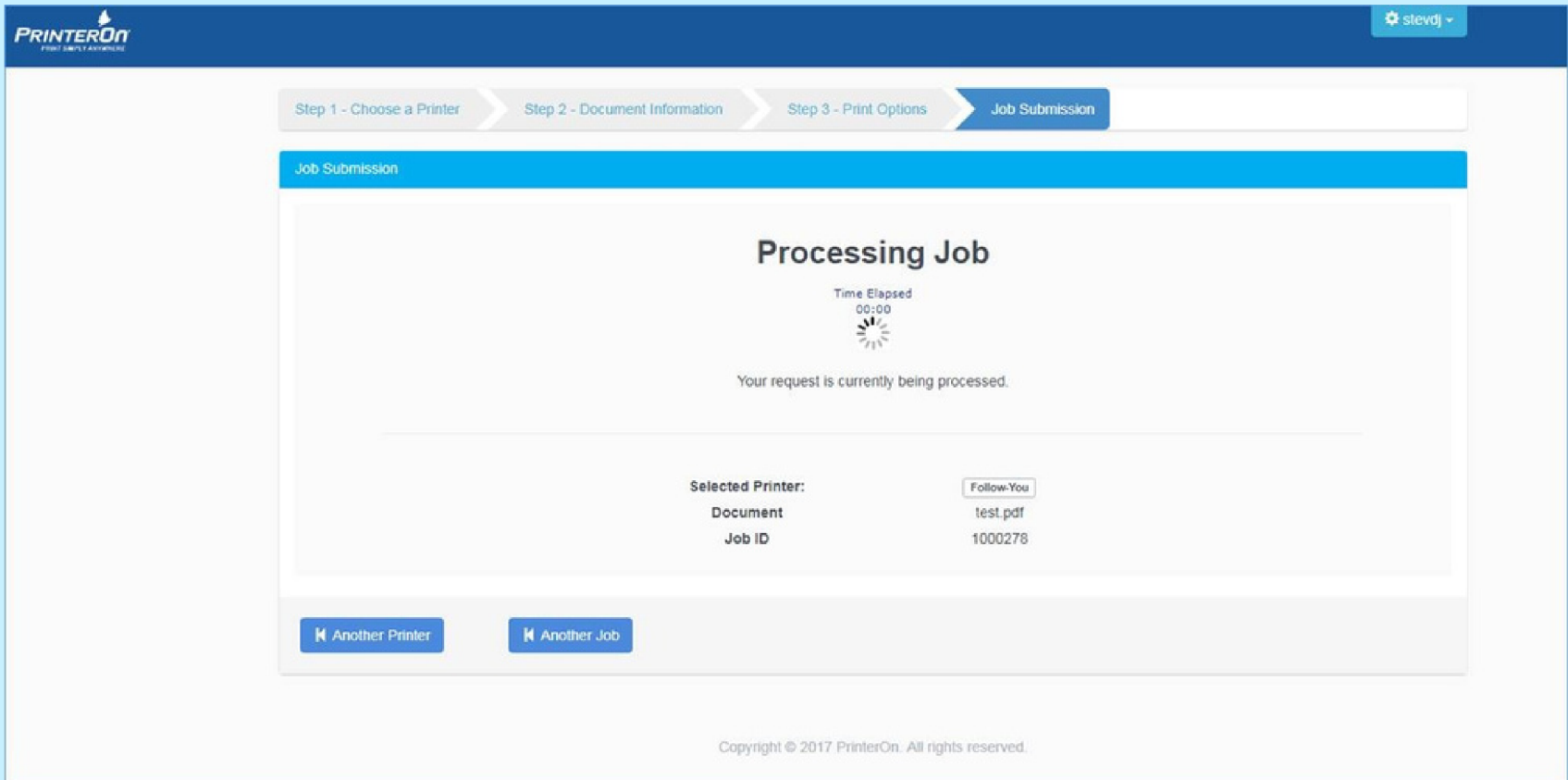
8

Press the “Continue” tab to complete the process of submitting the document to the print queue.



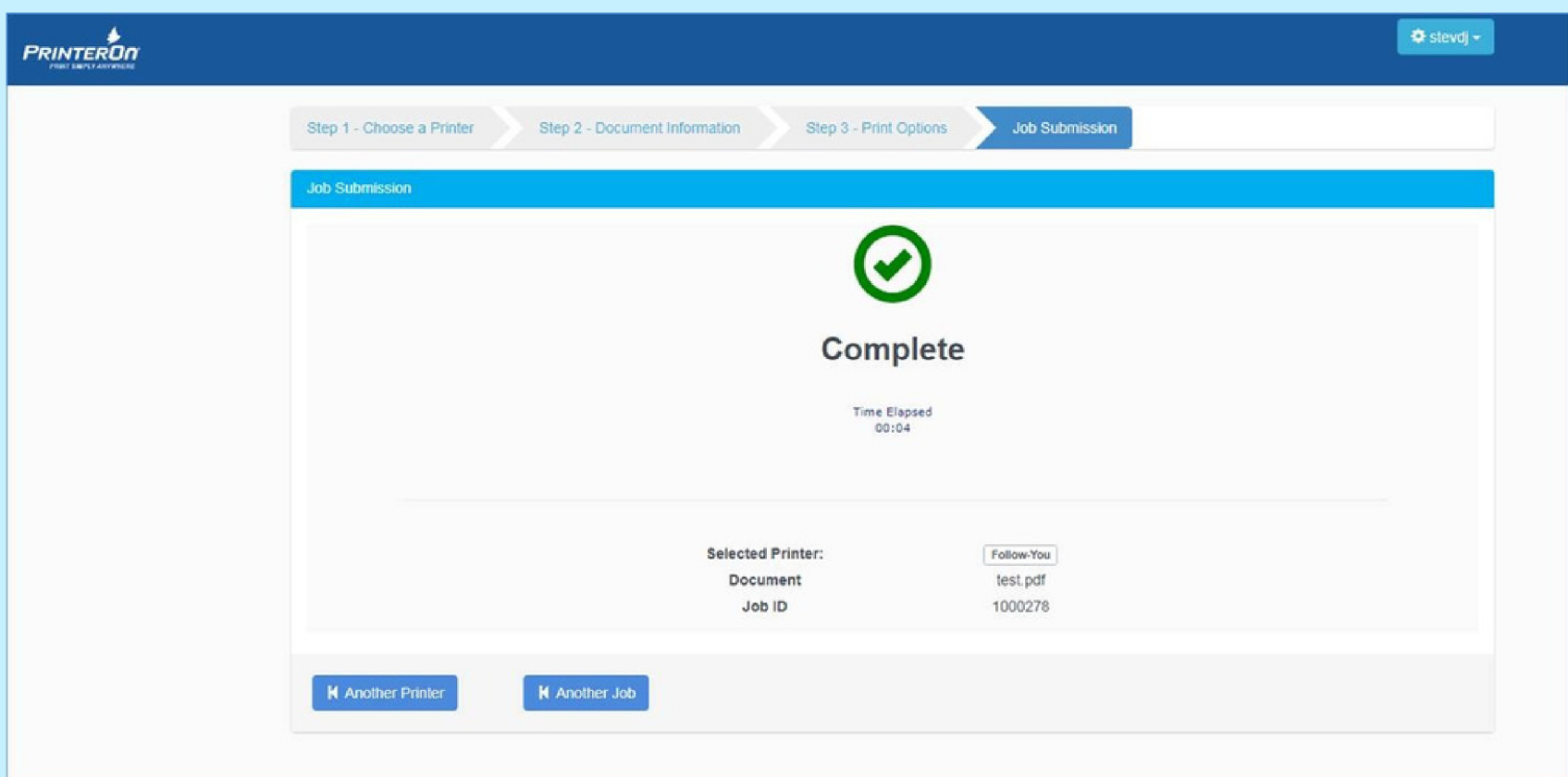
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**9** Depending on the file size, it may take a few seconds to process.



**10** When the submission has been completed, you can then log onto a Ricoh Printing device to release your print job.

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





# ON-CAMPUS RICOH PRINTING LOCATIONS

Your document will be ready to release  
at any of the Ricoh Printing devices  
located at:

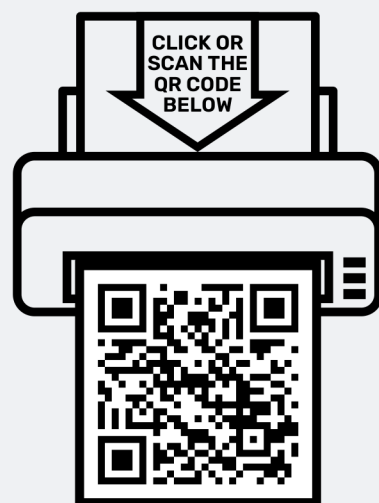
- Anderson Hall
- UHall Level 6 Study Centre
- B5 Lab
- Markin Hall Level 2
- Science Commons Level 7
- Library
  - Level 9
  - Level 10 South
  - Level 10 North 24-hour Study Centre
  - Level 11

**\*Please note that you do need available funds in your Bridge Bucks account. You will also need your U of L ID card to swipe and release your documents at the Ricoh device.**

For more information regarding printing  
on campus please scan the QR code or go to  
[uleth.ca/printing/follow-you-printing](https://uleth.ca/printing/follow-you-printing)



**CLICK THE LINKS BELOW TO EXPLORE ALL THE  
SERVICES PRINTING SERVICES HAS TO OFFER**



**UNIVERSITY OF LETHBRIDGE  
PRINTING SERVICES**  
Parkway Service Complex  
403-329-2625  
[uleth.ca/printing](https://uleth.ca/printing)  
[@ulethprinting](https://twitter.com/ulethprinting)