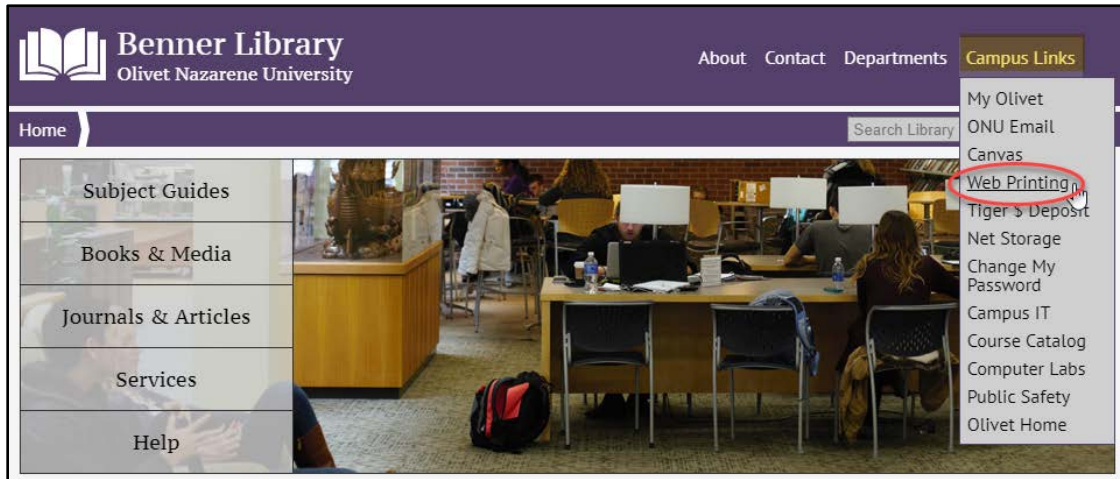


Web Printing

Step 1: Access the Benner Library homepage at library.olivet.edu.

Step 2: Hover over “Campus Links” and click on “Web Printing”



Step 3: Sign into Web Printing using the same login information used for MyOlivet.

Step 4: Navigate using the tool bar on the left. From here, printing statistics as well as recent and pending print jobs can be viewed.

Step 5: From the “Web Print” page, click “Submit a Job”

Step 6: Select a type of print job.

Select a printer:

What kind of print do you want to do?

Selection	Capability
BW1Side	<ul style="list-style-type: none"> • NO Color • 8.5x11 (letter) • Single sided
BW2Side	<ul style="list-style-type: none"> • NO Color • 8.5x11 (letter) • Double sided
Color1Side	<ul style="list-style-type: none"> • Color • 8.5x11 (letter) • Single sided
Color2Side	<ul style="list-style-type: none"> • Color • 8.5x11 (letter) • Double sided
Color11x17	<ul style="list-style-type: none"> • Color • 11x17 • Single sided

Note: The BW1Side option will print black and white, single sided.

The BW2Side option will print black and white, double sided.

The Color1Side option will print in color, single sided.

The Color2Side option will print in color, double sided.

The Color11x17 option will print in color on 11x17 tabloid paper; this option is not recommended unless the print job is already sized for tabloid paper.

Step 7: Select a printer.

Note: The "Pickup Location" displays all locations of campus printers capable of printing the type of job selected.

Select a printer:

FollowMe Print Queues

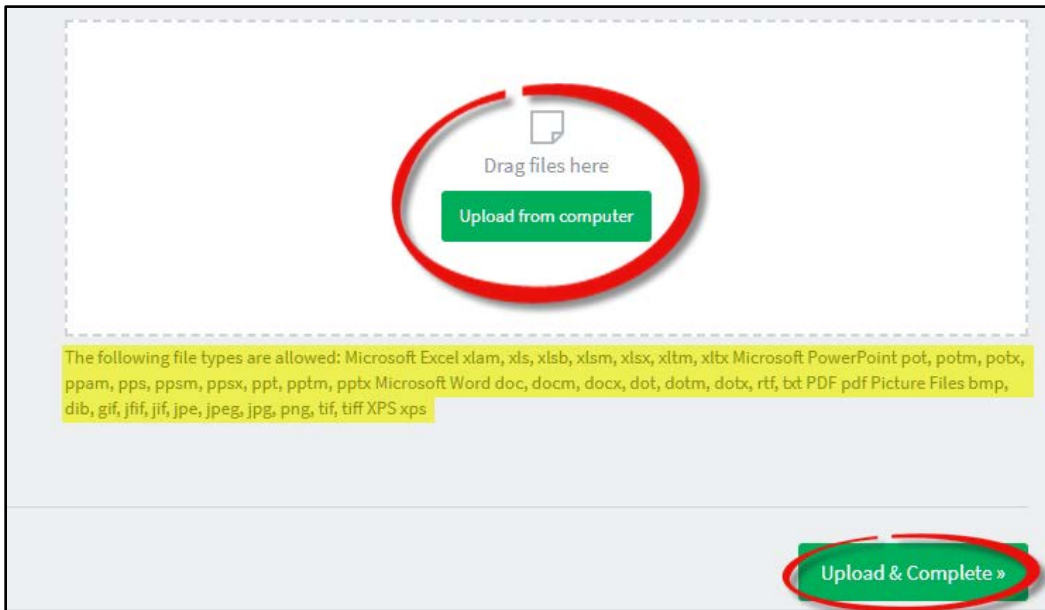
Printer	Pickup Location	Capability
FollowMe-BW1Side	<u>Benner Library Main Floor</u> <ul style="list-style-type: none"> • LIBR_NewYork • LIBR_DesMoines <u>Benner Library 013</u> <ul style="list-style-type: none"> • LIBR_Seoul <u>Benner Library 2nd FL</u> <ul style="list-style-type: none"> • LIBR_Yokohama <u>Communication Dept 203</u> <ul style="list-style-type: none"> • COMM_Anchorage 	<ul style="list-style-type: none"> • NO color • 8.5x11 (letter) • Single sided • Any print job can be picked up at any Xerox printer labeled "FollowMe"

Step 8: Type in the number of copies desired. Then, click upload documents.

Note: Web Printing will only allow 10 copies to be uploaded at a time. If more than 10 copies are needed, simply submit another job with the remaining amount of copies desired.



Step 9: Upload a document to be printed either by dragging and dropping the file, or by selecting “Upload from computer” and browsing for the file. Remove a file by hitting the “remove” button under that file icon at any time.



Note: Be aware of which file types are and are not supported by Web Printing.

Step 10: Select “Upload and complete” when all files desired to be printed are selected. A page will appear that displays jobs that have been submitted, which printers they were submitted to, and how much each print job will cost.

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Sep 19, 2018 3:34:47 PM	ginger\FollowMe-BW1Side	Web Printing.docx	3	\$0.120	Held in a queue

*Note: You can only use Web Printing from a device with a file management system, such as a desktop, laptop, smartphone, or tablet. You **cannot** web print from an iPhone or an iPad.*