

Student Web Printing Instructions

Printing from your laptop will require that you use the web browser and enter the following URL <https://webprint.rbhs.rutgers.edu>. The credentials are your core username and password. If you have difficulties logging in, please verify by logging in to <https://netid.rutgers.edu>. If you successfully access this site, and not the web print site, please contact RWJPISCHELP@rwjms.rutgers.edu and include full details of the issue you are experiencing.

Follow the instructions below to print using <http://webprint.rbhs.rutgers.edu>

1. Select **Web Print**
2. Select **Submit a Job**
3. Select the appropriate **Printer Name** and select **Print Options and Account Selection**

The first screenshot shows the 'Select a printer' page. It includes a search bar and a table of printers. The printer names are highlighted with a red box, and the '2. Print Options and Account Selection' button is also highlighted.

Printer Name ▲	Location/Department
<input type="radio"/> printmanagerStudent-BW (virtual)	Piscataway
<input type="radio"/> printmanagerStudent-BWDuplex (virtual)	Piscataway
<input type="radio"/> printmanagerStudent-Color (virtual)	Piscataway
<input type="radio"/> printmanagerStudent-ColorDuplex (virtual)	Piscataway

The second screenshot shows the 'Options' page. The 'Copies: 1' input field is highlighted with a red box, and the '3. Upload Document >' button is also highlighted.

The third screenshot shows the 'Upload' page. The 'Choose File' button is highlighted with a red box. Below it is a table of allowed file formats.

Application / File Type	File Extension(s)
Microsoft Office Excel	xlam, xls, xlsb, xlsx, xltm, xltx
Microsoft Office PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Office Word	doc, docm, docx, dot, dotm, dotx
Microsoft XPS	xps
PDF	pdf

The 'Upload & Complete >' button is highlighted with a red box.

5. Click **Choose File** to upload
Note: The list below provides a table with the file formats accepted
6. When ready, select **Upload & Complete**
7. Enter the number of **Copies** or leave the option of 1

Web Printing Instructions Con't

8. After a few moments the job will begin rendering, then change to submitting
Once completed, the print dialogue should display '**held in queue**' - this means your document is ready to be printed
9. To release the job to a specific printer click on **Jobs Pending Release** and click **Print**
8. Select the printer location where you want to pick up your print job
9. Status will display as **Queueing** and then will remove from the list once complete

[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
Aug 17, 2012 2:36:02 PM	papercuttest\SharpIndme	Copy_Quick_Doc.pdf	1	\$0.10	Held in a queue

Jobs Pending Release

Jobs awaiting approval prior to printing are listed below:


Auto refresh (Refresh in: 20) Your balance: \$8.31

Submit Time	Printer	Document	Client	Pages	Cost	Action
Aug 17, 2012 9:54:37 PM	printmanager\Student-BW	Copy_Quick_Doc.pdf	10.124.2.123	1	\$0.05	Print Cancel

[Recent Print Jobs](#)
[Jobs Pending Release](#)
[Web Print](#)
[Log Out](#)

Jobs awaiting approval prior to printing are listed below:

Auto refresh (Refresh in: 54) Your balance: \$8.31

	Submit Time ▼	Printer	Document	Client	Pages	Cost	Action
	Aug 17, 2012 9:54:37 PM	printmanager\Student-BW	Copy_Quick_Doc.pdf	10.124.2.123	1	\$0.05	Queueing...