Computing & Communications Services

How to Print on Web Print

Note: At the moment, specific pages cannot be printed through Web Print directly without printing the whole document. For example, you cannot print only 3-5 pages of a 10 page document directly. To get around this issue, please save the specific pages you want to print in a separate document, upload that document to Web Print and then print.

This issue is being addressed with the vendor.

Quick Access

[Instructions for printing through Web Print](#)
[Printing Tips](#)

Instructions for printing through Web Print

Step 1

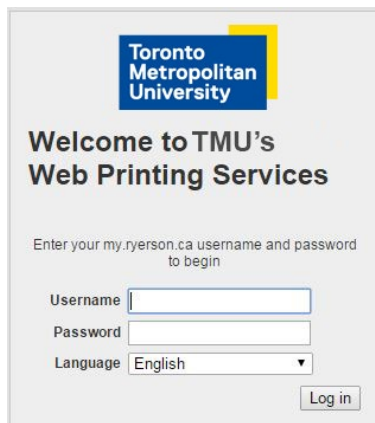Launch a web browser and go to https://print.ryerson.ca

Step 2

Log on using your torontomu username and password.

Step 3

Click **Web Print**.

CCS Help Desk
416.979.5000 ext. 556806
help@torontomu.ca

CCS Reception
LIB-B99
350 Victoria St., Toronto

Page 1
How to Print on Web Print

Step 4

Click **Submit a Job**.

Step 5

Select a printer.

Note: The application does not require you to choose a specific computer lab. Once you send your print job, it will be available in every self-serve printer.

CCS Help Desk
416.979.5000 ext. 556806
help@torontomu.ca

CCS Reception
LIB-B99
350 Victoria St., Toronto

Page 2
How to Print on Web Print

Click Option **2. Print Options and Account Selection** and confirm the number of **Copies** you wish to print.

Step 6

Click **Upload Document.**

Step 7

Click **Browse** and select the file you wish to upload and print. The file must be saved in one of the supported file formats.

CCS Help Desk
416.979.5000 ext. 556806
help@torontomu.ca

CCS Reception
LIB-B99
350 Victoria St., Toronto

Page 3
How to Print on Web Print

Step 8

Click **Upload and Complete** to send the selected document to the printer. After a few seconds you should see "Your document was successfully submitted."

Step 9

Go to a self-serve release station to print out your documents.

Print jobs are held by the system for two hours. If they have not been released after this time they will be deleted.

Printing Tips

- Specific pages from a document **cannot** be printed using Web Print. For example you cannot print only pages 4–7 of a 12 page document.

    ○ Workaround: Save the specific pages to a separate document and upload to it to Web Print.

- If you need to print an article from a Library databases, select the **Download as PDF** option if available. If that is not available, download the document as full text or as a Word document if possible. As a final option, you can highlight all the text, and copy and paste the content into a Word document for printing.

CCS Help Desk
416.979.5000 ext. 556806
help@torontomu.ca

CCS Reception
LIB-B99
350 Victoria St., Toronto

Page 4
How to Print on Web Print