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# 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](#)

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## **Instructions for printing through Web Print**

### **Step 1**

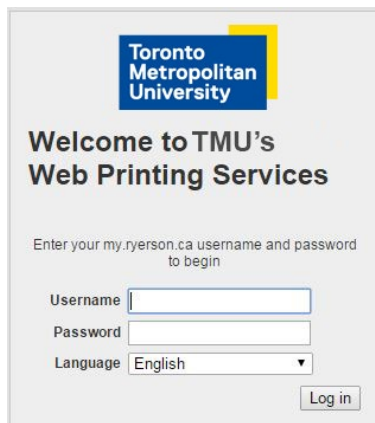
Launch a web browser and go to <https://print.ryerson.ca>

### **Step 2**

Log on using your torontomu username and password.

### **Step 3**

Click **Web Print**.

The screenshot shows the login interface for TMU's Web Printing Services. At the top left is the TMU logo. Below it, the text reads "Welcome to TMU's Web Printing Services". A prompt says "Enter your my.ryerson.ca username and password to begin". There are three input fields: "Username", "Password", and "Language" (which is a dropdown menu currently set to "English"). A "Log in" button is located at the bottom right of the form area.

**Toronto Metropolitan University**

**Welcome to TMU's Web Printing Services**

Enter your my.ryerson.ca username and password to begin

Username

Password

Language

Step 4

Click **Submit a Job**.

SummaryTransaction HistoryRecent Print JobsWeb PrintLog Out

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

Submit TimePrinterDocument NamePagesCostStatus

No active jobs

Step 5

Select a printer.

1. Printer2. Options3. Upload

Select a printer:

Quick Find:

Find Printer

Printer Name ▲

Location/Department

acps-03B&W Printer (Duplex) - Web Print (virtual)

acps-03B&W Printer (Single Sided) - Web Print (virtual)

acps-03Colour Printer - Web Print (virtual)

« Back to Active Jobs

2. Print Options and Account Selection »

**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.

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

1. Printer2. Options3. Upload

Options

Copies:

« 1. Printer Selection

3. Upload Documents »

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.

1. Printer2. Options3. Upload

Select documents to upload and print

Drag files here

Upload from computer

The following file types are allowed

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

« 2. Print Options

Upload & Complete »

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## 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.