

Instructions for users

Connect your laptop to the wireless and login as normal. Then visit the Liverpool Hope University homepage. Navigate to the MyHope screen and login.

When you are logged in to MyHope select 'Print Options' and then 'Wireless Print' from the tabs along the top





	1	. Printer	2. Options	3. Upload
Select a document to upload a	and print rowse llowed:			
Application / File Type	File Extension(s)			
Microsoft Office Excel	xlam, xls, xlsb, xlsm, xlsx, xl	tm, xltx		
Microsoft Office PowerPoint	pot, potm, potx, ppam, pps, p	psm, ppsx	ppt, pptm, ppt	c .
Microsoft Office Word	doc, docm, docx, dot, dotm, d	dotx		
Microsoft XPS	xps			
	1			

eb Print					
eb Print is a s ers without th	service to enable pri ne need to install prir	nting for laptop, wire nt drivers. To upload	eless ar d a docu	nd una ument f	uthenticated for printing, clic
ibmit a Job be	elow.			5	ubmit a Job »
Ibmit a Job be Submit Time	Printer	Document Name	Pages	<u>S</u> Cost	Submit a Job » Status

Select 'Web Print' from the left hand menu, and click 'Submit a Job' on the right hand side of the screen.

Click to select the required printer depending on your location.

Click 'Print options and Account Selection' at the bottom to continue.

The next screen will allow you to select the number of copies required.

Click 'Upload Document' to continue.

Click 'Browse' to locate the file you wish to print (either saved on your laptop or a USB memory stick etc).

Note:- Only certain files can be printed, this includes most Microsoft Office files, but does not include image files such as Jpegs.

Click 'Upload & Complete' when you are ready to print.

The file will be sent to the printer, your account charged and details of the job will be displayed.