

How To Print From Your Own Laptop:

1. Check your document format

PDF, XPS, and the Microsoft Office Word, Excel, and Powerpoint formats are supported natively. For other applications, create a PDF first using a program like CutePDF (Windows) or the built-in PDF driver on Mac OS.

2. Browse to <http://print.engineering.queensu.ca> and log in with your NetID.

3. Click

4. Click [Submit a Job »](#)

5. Choose the printer you want to send to (this room is “schoeffe\Printer-MCL211-Xerox4600”) then click “2. Print Options and Account Selection”

6. Set the desired number of copies then click “3. Upload Document”

7. Click and locate the document you want to print on your computer.

8. Click “Upload & Complete”.

9. The Status will update to show you the progress of your job.



NOTE: at this time WebPrint will only duplex (double-side) print. There is no option to print single-sided.