Upload a file for printing

Guests and visitors can print from their own devices. You can do this by going to https://its-printapp.ds.strath.ac.uk/user.

1. Enter your username and password, then click on Log in.

2. Click on Web Print.

3. Click on Submit a Job.

4. Select whether you want to send the print as colour or black and white, or as A3 or A4, then click on 2. Print Options and Account Selection.

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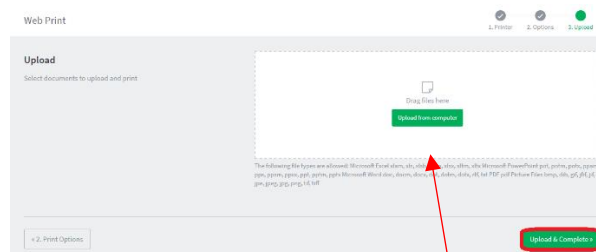INFORMATION
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5. Where it says Copies, enter the number of copies you want. Click on 3. Upload Documents.

6. Where it says Drag files here, drag and drop your file. Alternatively, you can upload your file by clicking on Upload from computer.

Click on Upload & Complete.

7. Your document has now been uploaded to the print queue and is available to print from the printer.

Was this information helpful?

CONTACT US

Email: help@strath.ac.uk **Call**: 0141 548 4444

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