

Web Print

WebPrint is a service that makes it possible for students to print from their personally-owned computers to Taylor printers. WebPrint is not necessary when printing from Taylor-owned computers.

Printing using WebPrint

- Browse to print/
- Log in using your Taylor username and password




TAYLOR
 UNIVERSITY

Please log in using your Active Directory domain login

Username
 Password
 Language

- Click WebPrint

Main Menu

Summary
Rates
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print
Add Credit
Log Out

- Click Submit a job

Web Print

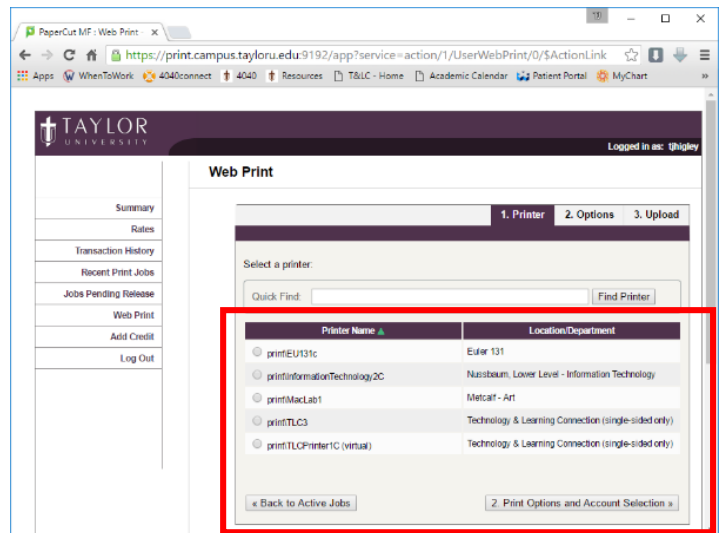
Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

Active Jobs

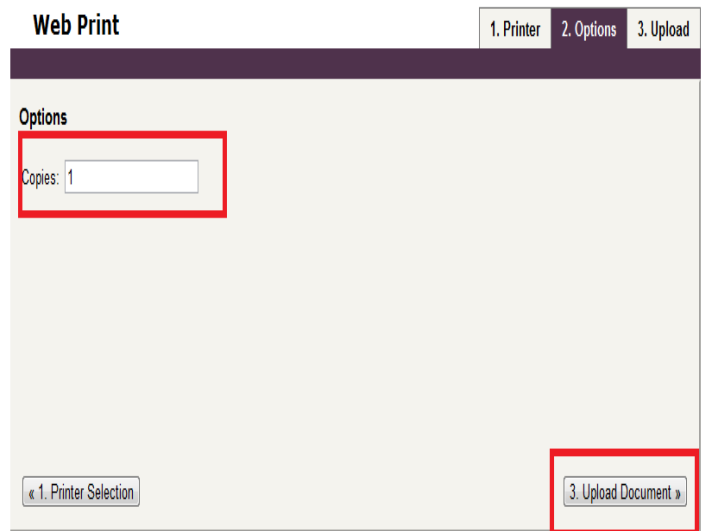
Submit Time	Printer	Document Name	Pages	Cost	Status
<i>No active jobs</i>					

Total pages 122

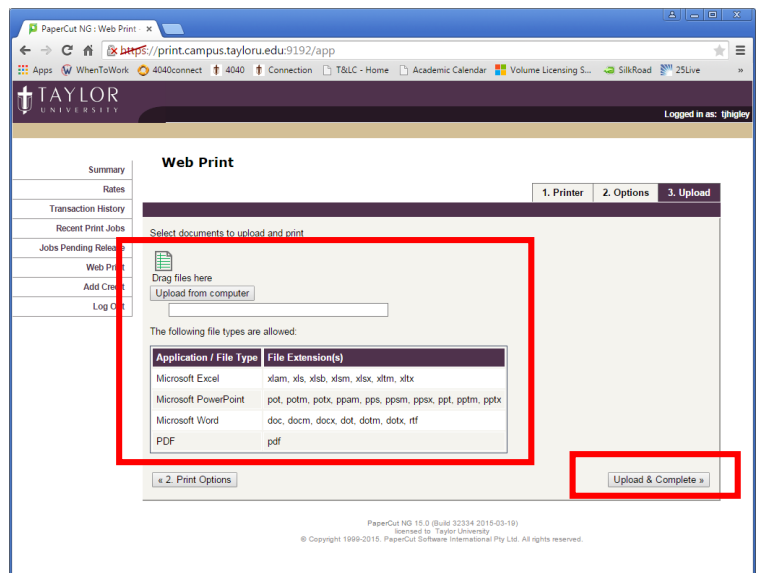
- Select a printer in your area
- Click Print Options and Account Selection



- Enter number of copies you want
- Click Upload Document



- Browse to the file you would like to print
Note: Filetypes that work with WebPrint are limited
- Click Upload & Complete



- You can track the process of your print job as it goes through three steps:
 1. Submitting
 2. Rendering job
 3. Finished: Queued for printing

✔ Your document was successfully submitted. See the table below to track its status.

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.

Active Jobs

Submit Time	Printer	Document Name	Pages	Cost	Status
Feb 28, 2011 10:43:11 PM	print:ZonCollabGoldL1	BibLit 210 MWF Spr 2011.doc			Submitting

[Submit a Job »](#)

Requesting a Print Refund

If a print fails due to Taylor equipment, you may request a refund.

- From the main menu on all pages on the left hand side, click on Recent Print Jobs
- Locate the failed job

Summary
Rates
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print
Add Credit
Log Out

- Click Request Refund

Usage Date	Charged To	Printer	Pages	Cost	Document Name	Attribs.	Status
Feb 28, 2011 10:43:16 PM	ashley_crutcher	print:ZonCollabGoldL1	6	\$0.00 (Original cost: \$0.30)	BibLit 210 MWF Spr 2011.doc	LETTER (ANSI_A) Duplex: No Grayscale: Yes 100 kb 10.53.225.57 PCL6 Web Print	Printed Refunded
Feb 28, 2011 2:16:33 PM	ashley_crutcher	print:ZonCollabGoldL1	1	\$0.05	nursery1.pdf	LETTER (ANSI_A) Duplex: No Grayscale: Yes 24 kb 10.53.225.57 PCL6 Web Print	Printed [request refund]

- Provide a reason
- Click Send. Once approved, your account will be credited.

Refund Request

All refund requests will be reviewed by the administrator.

Job Details	
Time	Feb 28, 2011 2:16:33 PM
Pages	1
Cost	\$0.05
Document Name	nursery1.pdf
Printer	print:ZonCollabGoldL1

Refund Details	
Refund Amount	<input checked="" type="radio"/> Full amount <input type="radio"/> Partial amount: <input type="text" value="\$0.00"/>
Reason for Request	<input type="text"/> <input type="text"/> <input type="text"/>
<input type="button" value="Send"/> <input type="button" value="Cancel"/>	

Adding Credit to Your Account

Cash transactions may be made at the Checkout Desk in Zondervan Library

- Click on 'Add Credit' from the Main Menu

Summary
Rates
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print
Add Credit
Log Out

Add credit using TouchNet uPay

- Select the amount of credit to add
- Click Add Value

Username	
Current Balance	\$5.05
Amount to add	-- Select the amount --
	<input type="button" value="Add Value"/>

- Chose a payment method and payment amount
- Click Continue. A form will appear asking for credit card information

Payment Method Selection

TAYLOR UNIVERSITY

Print Management Payment System

Please select a payment method and enter an amount

* Indicates required information

* Payment Amount: \$ 1.00

* Payment method: Credit Card

[Privacy Policy](#) | [Return Policy](#)

©1997 - 2015 TouchNet Information Systems, Inc. All rights reserved. | TouchNet Privacy Policy
TouchNet is a registered trademark of TouchNet Information Systems, Inc.

TouchNet
Heartland

- Complete the form
- Click Continue. You should receive confirmation that your account has been credited.

Print Management Payment System

Please enter your credit card information

- * Credit Card Type:
- * Account Number:
- * Expiration Date: /
- * Security Code: [What is this?](#)
- * Name on Card:

Billing Address of Credit Card

- * Street Address 1:
- Street Address 2:
- * City:
- State:
- * Postal Code:
- Country:
- Day Phone:
- Night Phone:
- Mobile Phone:

* Required Information

