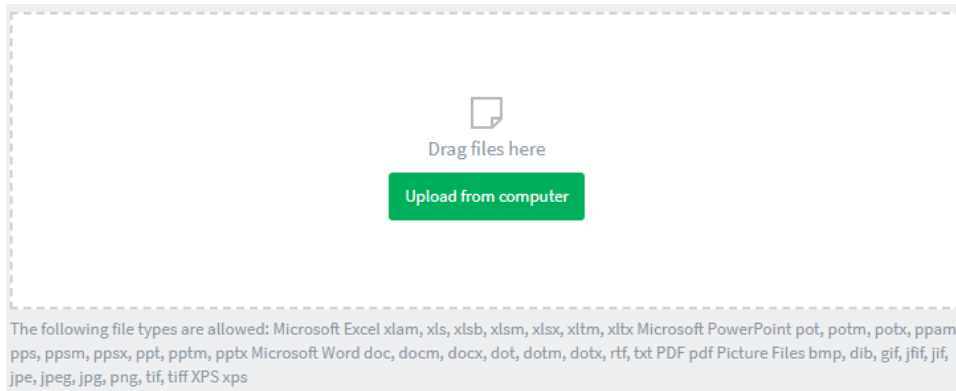


BYOD – Web Print

Web Print gives users access to print Microsoft Office, PDF, and image files directly from the browser on their own devices.

1. Navigate to <https://print.utoledo.edu:9192/users>
2. On the left select “Web Print”.
3. Select “Submit a Job”.
4. Select a “FollowMe” printer that matches your campus.
5. Select “Print Options and Account Selection”.
6. Enter the amount of copies.
7. Select “Upload Documents”.
8. Either select “Upload from computer” or drag and drop your files into the white box.
 - a. The following file types are allowed:
 - i. Microsoft Excel: xlam, xls, xlsb, xlsx, xlsm, xltm, xltx
 - ii. Microsoft PowerPoint: pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
 - iii. Microsoft Word: doc, docm, docx, dot, dotm, dotx, rtf, txt
 - iv. PDF: pdf
 - v. Picture Files: bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps



9. Your document will appear above the white box. If you want to upload more documents, click “Upload from computer”.
10. Select “Upload & Complete”.
11. Your print job will no be processed and will display a status of “Held in a queue” when it is ready for you to release the job at any of the Xerox printers.

