

# Webprint

## Printing from your Laptop

[webprint.fxplus.ac.uk](http://webprint.fxplus.ac.uk)

- Log in with IT username and password
- Read instructions for Web Print
- Click on 'Submit a Job'
- Choose correct print queue
- Choose the correct number of copies
- Choose Account to Charge
  - Personal Account for students
  - Shared Account for staff
- Choose the document to be uploaded
- Press 'Upload & Complete' and check status
- Go to any student print and swipe your ID card to log in
- Follow instructions on machine
- Remember to log out of printer

Any issues please contact  
[servicedesk@fxplus.ac.uk](mailto:servicedesk@fxplus.ac.uk)