

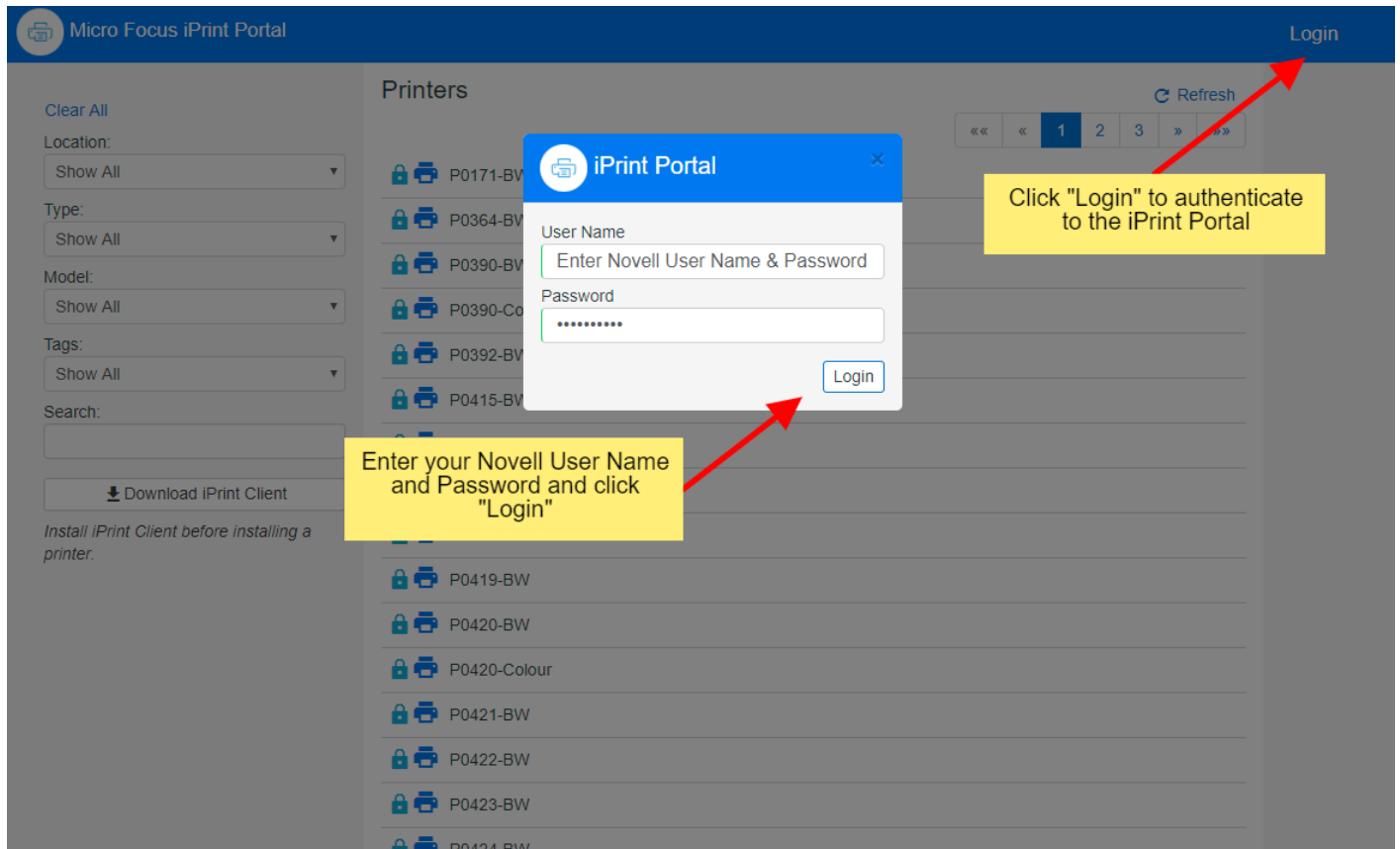
How to use QuickPrint

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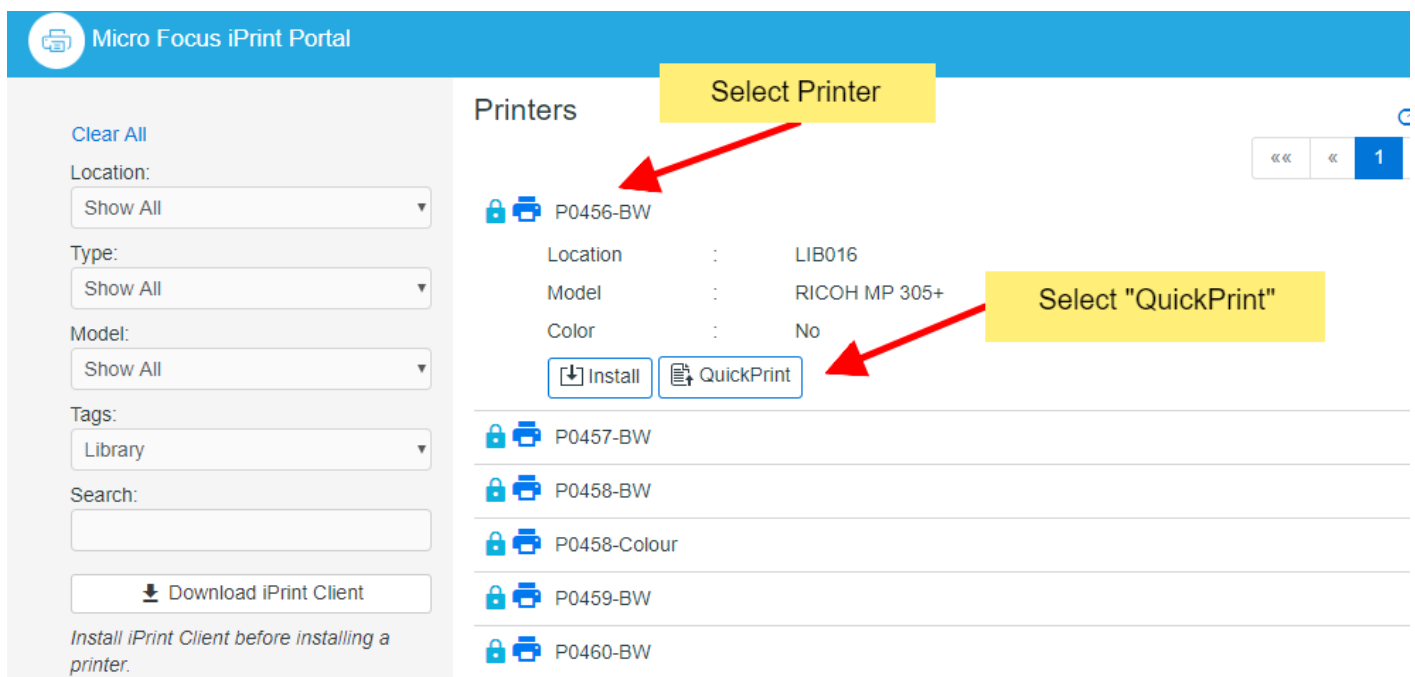
Follow these instructions to use the QuickPrint feature. QuickPrint allows you to upload a document and print it to other printers across campus without having to install the printer on your device.

Instructions:

1. Navigate to the iPrint Portal directly via the [Employee](#) or [Student portal](#) or by the clicking on the Student QuickPrint link in the [Pay For Print](#) portal.
2. On the iPrint Portal, login using your Novell User Name and Password to authenticate.



3. Click on the Printer Name to expand the printer details. This will reveal the "QuickPrint" button.



4. Click on the "QuickPrint" button to open the QuickPrint page.
5. Upload a file and select printing options and click Print.

QuickPrint

🔒 P0456-BW

📁 Choose a file

Click "Choose a file" or drag and drop a file to upload document

Copies:

1

Page Size

A4

Page Range

All

eg : 2-5, 7, 8-11

Modify printing options

Page Orientation

Portrait

Two Sided

Color

Print the document to the selected device

🖨️ Print

✖ Close

6. The print job will be held until you release the print job at the printer.

📞 For more information or assistance, please contact the [ITServices Helpdesk](#) - 250.807.9000 or 855.807.9001.

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