

EveryOnePrint enables you to print via the Internet from home or over a mobile connection.

You can print to the existing University printing systems from your laptop, Mac, desktop PC, without the need to install any drivers or software.

How to print a document or webpage

1. Go to <http://eop.uws.ac.uk> and sign in to the EveryOnePrint service using your Banner ID account name and password that you use to login with, e.g. B00000000, followed by your normal computer password



2. Select 'My Print Jobs', or the 'Web Print' tab if you wish to print a web page
3. Select the 'Choose file' button to browse and choose the document you wish to print, or type in the URL of the web page you want to print
4. Click on the 'Next' button to upload your document or web page

NOTES:

You can only select certain file formats of document to upload; if the file format is not compatible it will not upload

Supported document types include:

Microsoft Office (Excel, PowerPoint, Word), OpenOffice, PDF, JPG, GIF, PNG, TIF, TXT.

You can print non-secure web content, i.e. not behind a signed in page

You cannot print from Google docs and some of the Intranet

The formatting of web content may mean that some pages may not print