

Printing from your own device

You can print from any device, without installing print drivers using either email to print or web print with your La Trobe email/credentials



Printing via Email

- Simply send an email with attachments to the print queue and retrieve the documents next time you scan your card
- For black and white: ltubw@latrobe.edu.au
- For colour print: ltucolour@latrobe.edu.au
- Go to any MyPrint MFD and release the job

Printing via Web Print

- You can print from any device, with La Trobe network access, or internet access (if outside the network) using your La Trobe credentials
- Go to <http://myprint.latrobe.edu.au>
- Log in with your LTU username and password
- Note!** – On some mobile devices, you may need to use **Desktop View** or **Request Desktop Site** in your browser settings



MyPrint LA TROBE UNIVERSITY

Username

Password

Language

Web Print continued...

- On the Summary screen select Web Print from the navigation panel on the left, then click the [Submit a job](#) link



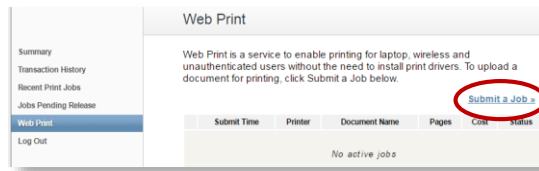
MyPrint LA TROBE UNIVERSITY

Summary

Username	ltubw@latrobe.edu.au
Balance	\$0.00
Total print jobs	0
Total pages	0

Activity

Navigation: Summary, Transaction History, Recent Print Jobs, Jobs Pending Release, **Web Print**, Log Out

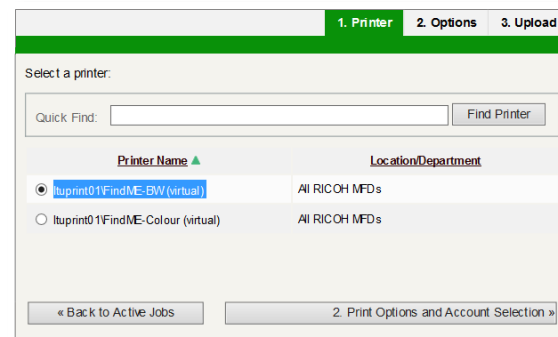


Web Print

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.

Summary, Transaction History, Recent Print Jobs, Jobs Pending Release, **Web Print**, Log Out

- Select ltuprint01\FindME-BW (or the alternative colour) print queue then the **Print Options and Account Selection** box



1. Printer 2. Options 3. Upload

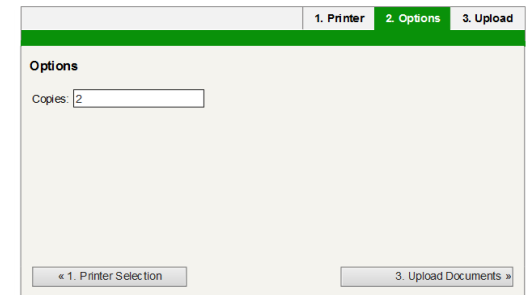
Select a printer:

Quick Find:

Printer Name	Location/Department
<input checked="" type="radio"/> ltuprint01\FindME-BW (virtual)	All RICOH MFDs
<input type="radio"/> ltuprint01\FindME-Colour (virtual)	All RICOH MFDs

Web Print continued...

- Enter the number of Copies you require then select the **Upload Documents** box

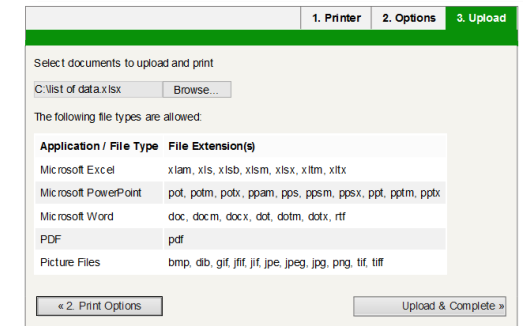


1. Printer 2. Options 3. Upload

Options

Copies:

- Select Browse to find your selected file, then **Upload & Complete**



1. Printer 2. Options 3. Upload

Select documents to upload and print

C:\list of data.xlsx

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsm, xlsx, xltm, xlsx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
Picture Files	bmp, dib, gif, jif, jif, jpeg, jpg, png, tif, tiff

- Your document is now in the queue waiting for you to release. **Note!** – *Print jobs should be released in 12 hours, if not, they are automatically deleted*

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.

[Submit a Job](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
Dec 12, 2016 11:50:30 AM	ltuprint01\FindME-BW	list of data.xlsx			Submitting Queued in position 1.