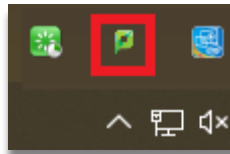


My Print User Guide

My Print (<https://myprint.bucks.ac.uk>) is the portal from where you can manage your printing account at Bucks. In this guide you will find information on how to navigate through the portal and complete tasks such as adding credit, viewing your transaction history, recent print jobs, accessing Web Print and more.

Accessing My Print

To access My Print, once logged into a Bucks Windows computer, locate and click the My Print icon in the taskbar.

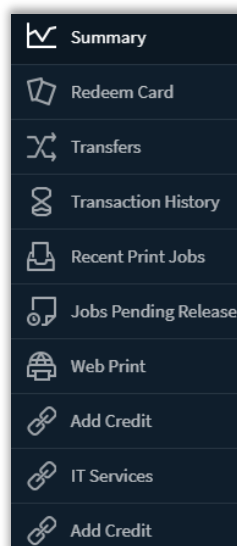


This will open a pop up which will display your current balance, clicking on Details will open up My Print in a separate browser.

(If logging into a Desktop iMac, you will see the below pop up appear automatically once you have logged in.)

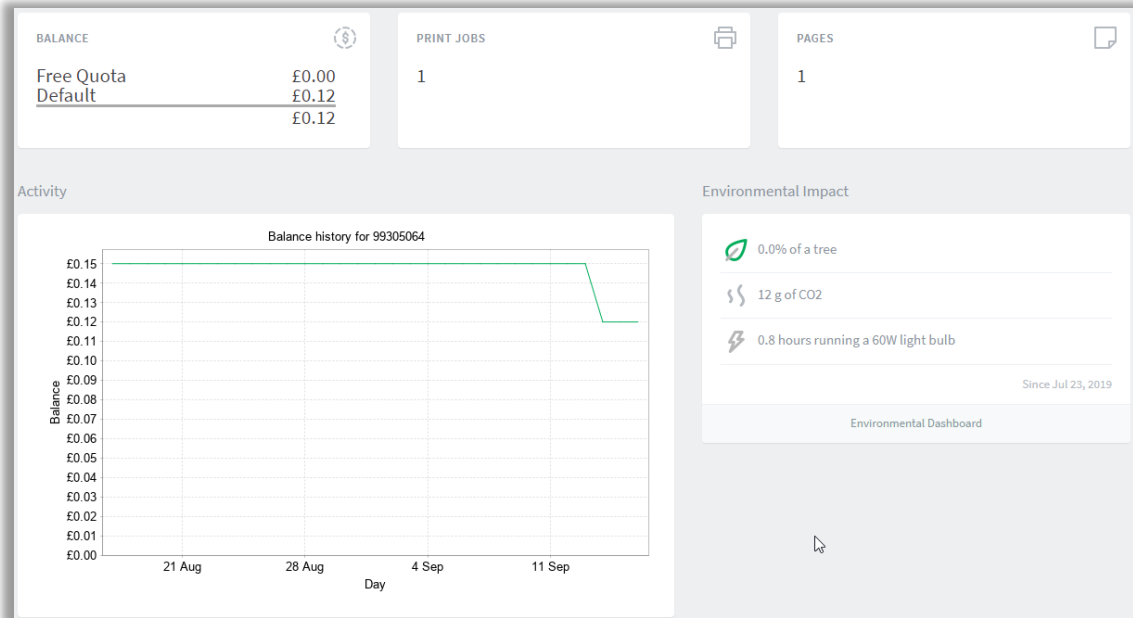


Once the page loads, you will see the below options in the left hand column, click to access the required information.

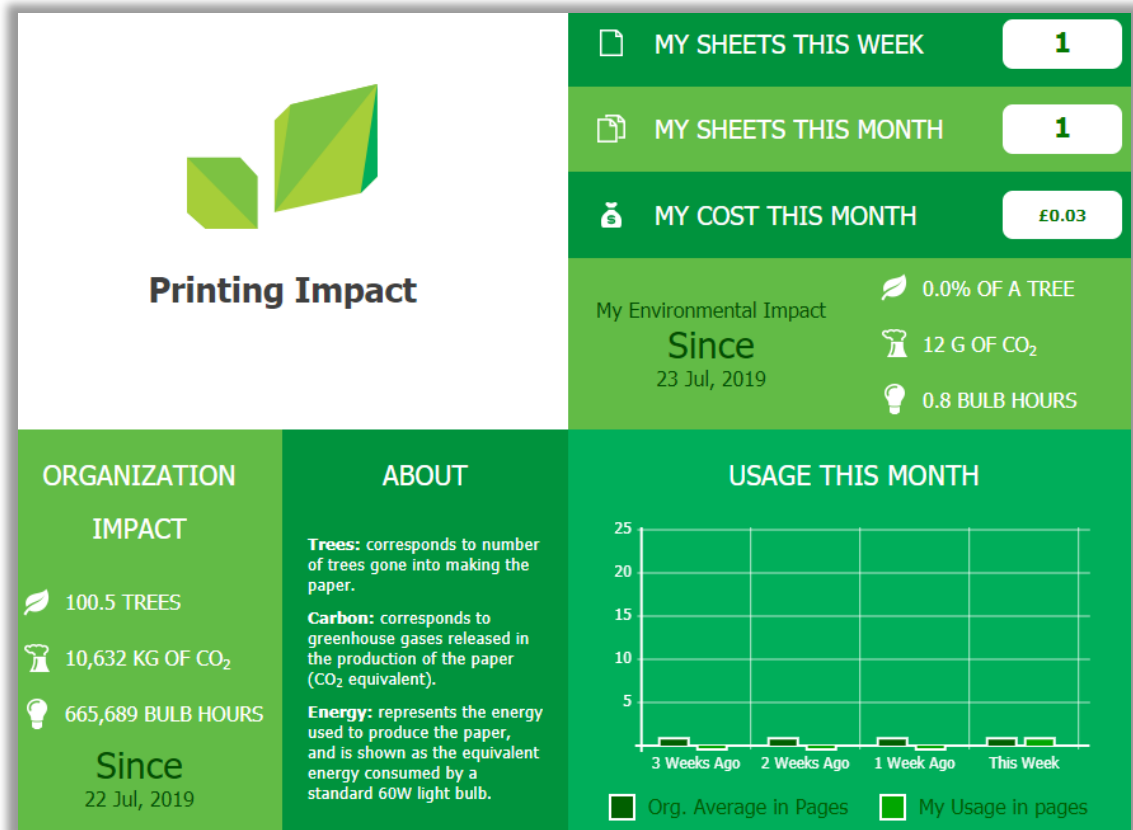


Summary

Summary will provide you with an overview of your print balance, total print jobs completed with total pages used along with a summary of your overall activity and environmental impact (How many trees, carbon and energy were used in the production of the paper).



You can also click the **Environmental Dashboard** to get a better overview of your Printing Impact, along with your **Usage This Month**.



Transfers

Print credit can be transferred from one student to another as and when required.

Simply enter the **Amount** from your balance you want to transfer, enter their student ID in the **Transfer to User** field, leave a **Comment** (optional) and then click **Transfer**. This will be instant and will also show in the **Transaction History** tab in the left hand pane.

Available credit
£0.15

Amount

Transfer to user



Comment

Transaction History

Here you will see all transaction history on your account, whether this be a top up, transfer or refund added to your account.

Information can be exported and/or printed via the bottom options (PDF/HTML/CSV) file.




TRANSACTION DATE ↓	ACCOUNT	TRANSACTION BY	AMOUNT	BALANCE AFTER	TRANSACTION TYPE
11-Sep-2020 10:42:06	Default	99305064	-£0.05	£0.15	Transfer
11-Sep-2020 10:40:16	Default	99305064	-£0.05	£0.20	Transfer
11-Sep-2020 10:38:36	Default	99305064	-£0.75	£0.25	Transfer

Export/Print   

Recent Print Jobs

Most recent print jobs will appear in this list. This information can be exported/printed as required.

DATE ↓	CHARGED TO	PRINTER	PAGES	COST	DOCUMENT NAME	ATTRIBS.	STATUS
Sep 14, 2020 6:49:38 PM	99305064	buchwvsrv0578\HW-GW2-8055-060	1 (Color: 0)	£0.03	Blackboard Learn	A4 (ISO_A4) Duplex: No	Printed

Export/Print   

Jobs Pending Release

Any jobs Pending release from the printers will appear in this list.

SUBMIT TIME ▼	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
Sep 16, 2020 12:54:58 PM	buchwvsrv0578\PrintBW	Student Area Bu ... shire New University	HSPD14082836	4	£0.12	[cancel]

Web Print

Web print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. This function is available to all Bucks students across all university campuses. **All devices from which a print job is submitted need to be connected to the eduroam wireless network.**

Students need to ensure they have sufficient credit to print before releasing a document. Print credits can be added by choosing the **Add Credit** option once logged into My Print.

Click **Submit a Job** to begin

[Submit a Job >](#)

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
09-Oct-2019 20:46:20	buchwvsrv0578\CentralQ	Screenshot 2019-10-09 at 20.25.17.png	1	£0.01	Finished: Queued for printing

You will see the printers list, choose the “PrintBW” or “PrintColour” student printers based on your location. Then click **Print Options and Account Selection** to continue.

PRINTER NAME ↑	LOCATION/DEPARTMENT
<input type="radio"/> bucayvsrv0577\CentralQ (virtual)	Aylesbury Staff
<input type="radio"/> bucayvsrv0577\PrintBW (virtual)	Aylesbury Student
<input type="radio"/> bucayvsrv0577\PrintColour (virtual)	Aylesbury Student
<input type="radio"/> buchwvsrv0578\CentralQ (virtual)	High Wycombe Staff
<input type="radio"/> buchwvsrv0578\PrintBW (virtual)	High Wycombe Student
<input type="radio"/> buchwvsrv0578\PrintColour (virtual)	High Wycombe Student
<input type="radio"/> bucuxvsrv0579\CentralQ (virtual)	Uxbridge Staff
<input type="radio"/> bucuxvsrv0579\PrintBW (virtual)	Uxbridge Student
<input type="radio"/> bucuxvsrv0579\PrintColour (virtual)	Uxbridge Student

« Back to Active Jobs [2. Print Options and Account Selection >](#)

Choose how many copies you require and click **Upload Documents**

The screenshot shows a light gray interface with the heading 'Options' on the left. To the right, there is a 'Copies' label above a white input box containing the number '1'. Below this, there are two buttons: a light gray button on the left labeled '« 1. Printer Selection' and a prominent green button on the right labeled '3. Upload Documents »'.

Browse for or drag and drop the required documents, click **Upload & Complete**

The screenshot shows an 'Upload' screen with the heading 'Upload' and the instruction 'Select documents to upload and print'. A document preview is shown at the top, titled 'Quick Start Gui...' with a Word icon and a size of '0.6 MiB'. Below the preview is a large dashed box containing a document icon and the text 'Drag files here'. A green button labeled 'Upload from computer' is positioned within this dashed box. At the bottom of the screen, there is a list of supported file types: 'The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsx, xlsm, xlsx, xltm, xltb Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, ppbx Microsoft Word doc, docm, docx, dot, dotm, dobx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jif, jif, jpe, jpeg, jpg, png, tif, tiff'. At the bottom left is a light gray button labeled '« 2. Print Options' and at the bottom right is a green button labeled 'Upload & Complete »'.

Your print job(s) will now appear in the list as per below. Once the job has the status of **'Held in a queue'** it can be released from the printer by tapping your card and choosing the onscreen **Print release** option.

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
09-Oct-2019 21:01:23	buchwsvr0578\PrintBW	Quick Start Guide.dobx	2	£0.06	Held in a queue
09-Oct-2019 20:46:20	buchwsvr0578\CentralQ	Screenshot 2019-10-09 at 20.25.17.png	1	£0.01	Finished: Queued for printing

Add Credit

Link to the ePayments page (<https://epayment.bucks.ac.uk/print>) where you can add print credits to your account. Enter your **Username**, **Surname**, **Click** to accept the terms and conditions and then click **Continue**.

Payment Login Details

Username*

Surname*

Please tick the following box to confirm that you have read and accept the [University's Terms and Conditions](#)

I Accept the Terms and*
Conditions

Continue »