



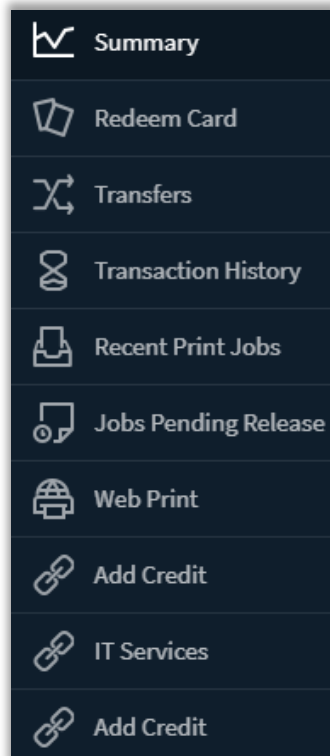
My Print User Guide

[My Print](#) 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

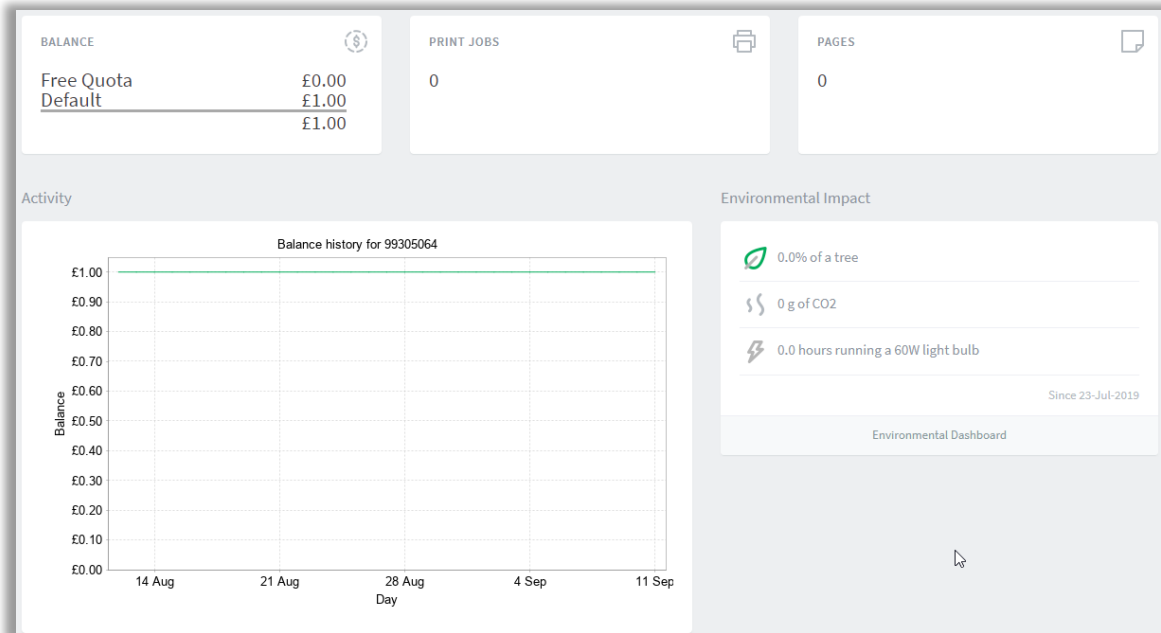
To access My Print, please go to <https://myprint.bucks.ac.uk> once logged into a Bucks computer or onsite and connected to eduroam (WiFi) on a personal device. Enter your Bucks username and password.

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

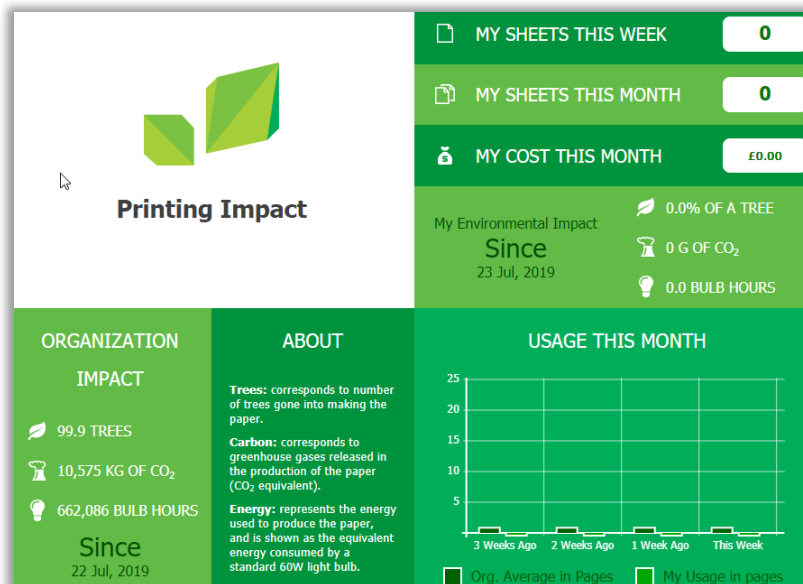


Summary

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).



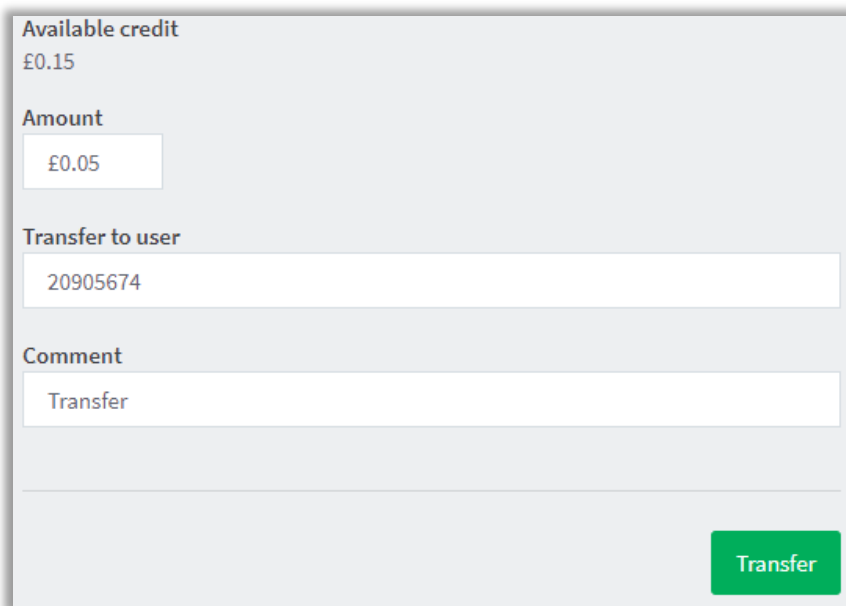
You can also click the **Environmental Dashboard** to get a better overview of your Printing Impact, along with your **Usage This Month**.



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.



The screenshot shows a form for transferring credit. It includes the following fields and elements:




- Available credit:** £0.15
- Amount:** A text input field containing £0.05.
- Transfer to user:** A text input field containing the student ID 20905674.
- Comment:** A text input field containing the word "Transfer".
- Transfer button:** A green button labeled "Transfer" located at the bottom right of the form.

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	TRANSACTIONED 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   

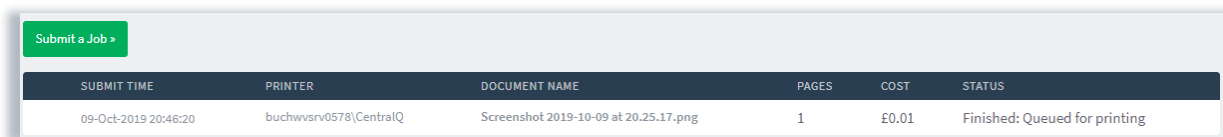
Jobs Pending Release

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.

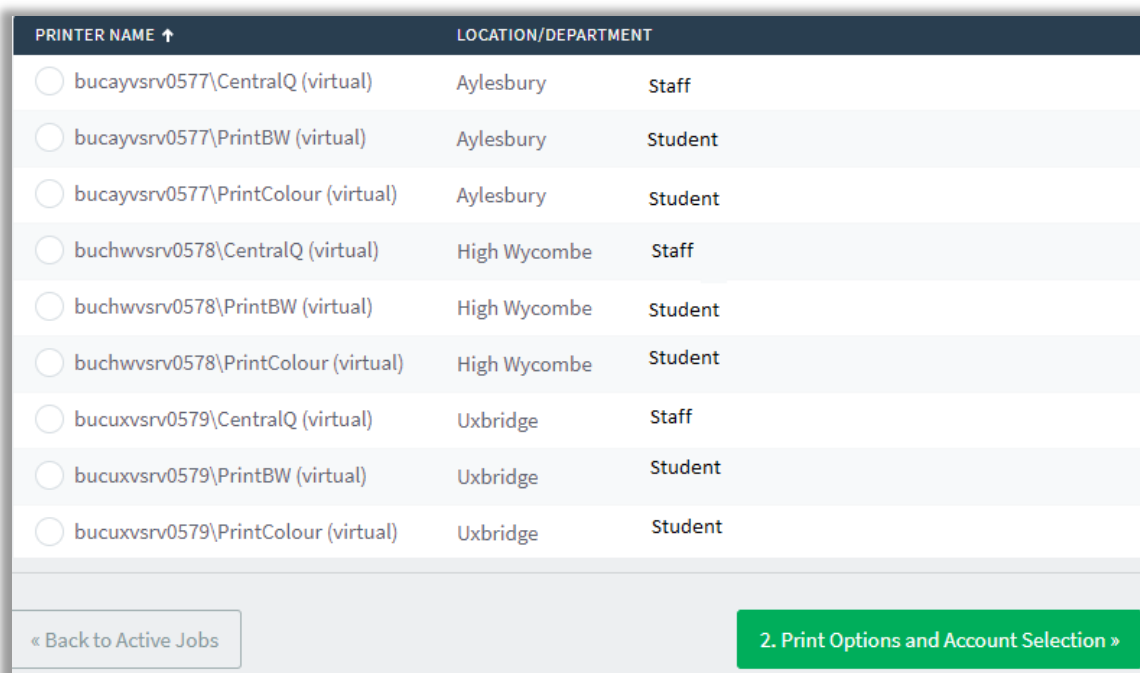
Click **Submit a Job** to begin



The screenshot shows a green button labeled "Submit a Job" with a right-pointing chevron. Below it is a table with the following data:

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

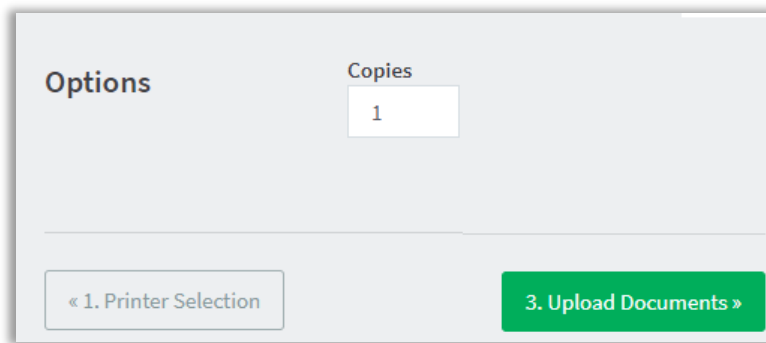
You will see printers relevant to your person type, choose one then click **Print Options and Account Selection** to continue



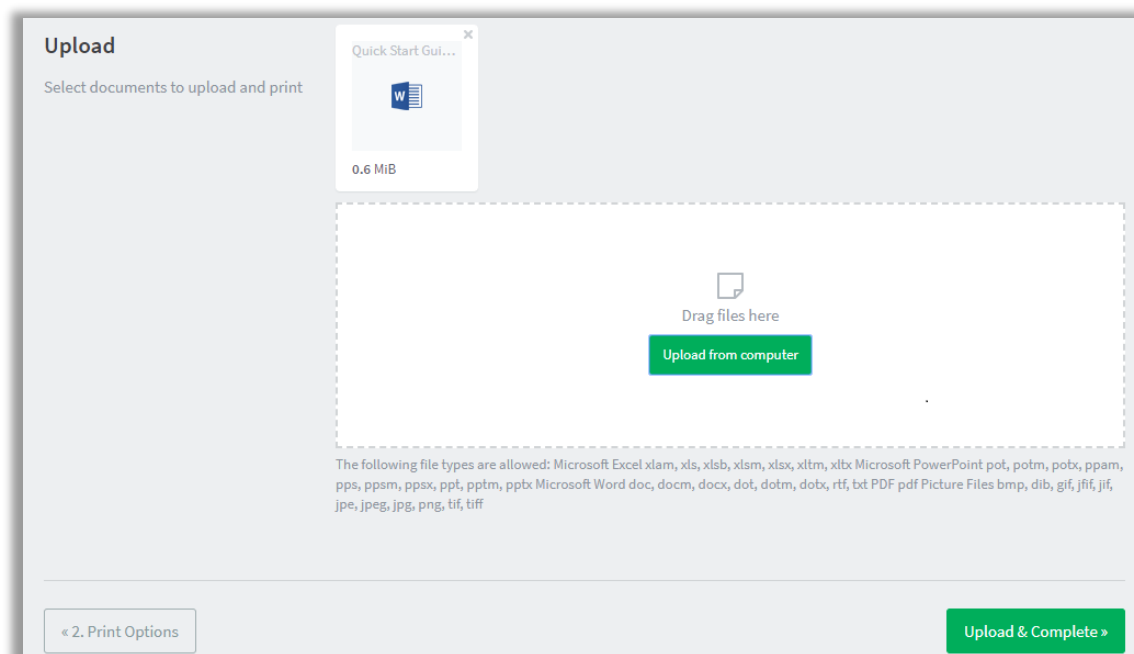
The screenshot shows a table with two columns: "PRINTER NAME" and "LOCATION/DEPARTMENT". Each row has a radio button in the first column. At the bottom, there is a "Back to Active Jobs" button and a green "2. Print Options and Account Selection" button with a right-pointing chevron.

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

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



Browse for or drag and drop the required documents, click **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	buchwvsv0578\PrintBW	Quick Start Guide.docx	2	£0.06	Held in a queue
09-Oct-2019 20:46:20	buchwvsv0578\CentralQ	Screenshot 2019-10-09 at 20.25.17.png	1	£0.01	Finished: Queued for printing