



Manual:	Sending files to the printer using your own pc, laptop, phone or tablet
Service:	Printing

Open your web browser and go to **myprint.rug.nl**

In the **Username** and **Password** fields enter your student number, including the s, and your RUG password.

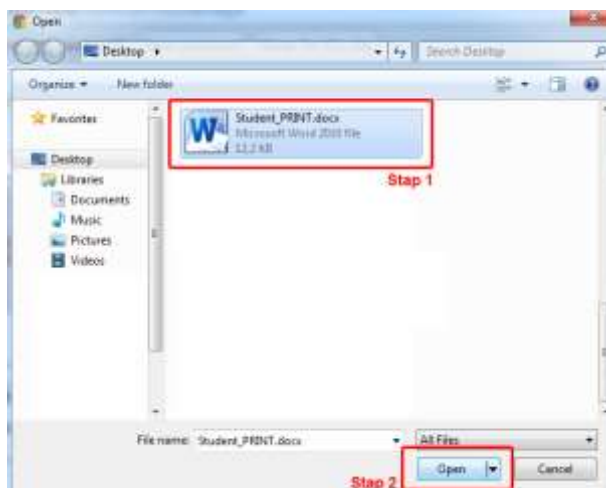
Click **LOGIN**



Click **Choose File** to select the file you want to print



Select the file you want to print and click **Open**



Questions?

At www.rug.nl/servicedesk you can find out how you can contact the Service Desk

Click **Print**



The screenshot shows a web interface for printing. At the top, there is a text input field with a 'Choose File' button on the left and the text 'student_PRINT.docx' inside. Below this, the text 'WebPrint Select a file to print' is displayed. On the right side of the interface, there is a button labeled 'Print' which is highlighted with a red rectangular border.

The file has now been sent to the print queue and can be printed by logging on to one of the student printers.

Please note!

- Printing using myPrint is always double-sided.
- Printing is possible at any time, and any place. Your print job will be available in the RUG print queue for 24 hours.
- At the **myprint.rug.nl** webpage, your remaining print credits are displayed in the top right corner.
- It is not possible to print files larger than **10MB**.
- Apps are available for both iOS and Android to send your file to a printer from your phone or tablet. You can download the apps for free by searching for Ricoh myPrint in the App Store or the Play Store. When prompted for a server name, enter <https://myprint.rug.nl>

Heeft u nog vragen?

Op www.rug.nl/servicedesk ziet u waar en hoe de servicedesk bereikbaar is