

Upload print job

Are you using a laptop, smartphone, or another mobile device? Then you can print in this library by uploading a document.

Want to know how much your print job will cost? Click the '**View printing prices**' button.

Price information				
Printer	Members	Guest users		
Black-white A4	€ 0,10	€ 0,10		
Color A4	€ 0,50	€ 0,50		
Black-white A3	€ 0,20	€ 0,20		
Color A3	€ 1,00	€ 1,00		
			Close	

Upload print job

In three simple steps, you can upload your print job and collect it at the printer.

Step 1: Select printer

Select the desired printer. Choose the black-and-white printer if you want to print your job in black and white. Choose the color printer to print in color.

Step 1: Select printer

View printing prices

☐ Webprint_Kleur_In

☒ Webprint_Zwart_In

Current print options:

A4, All pages, 1 copy, Single sided

Show advanced print options →

Upload print job

Under '**Current print settings**', you can see how your print job is currently configured: **A4, All pages, 1 copy**, and **single-sided**. Want to change this? Click on '**Show advanced print options**'.

Step 1: Select printer

View printing prices

☐ Webprint_Kleur_In

☒ Webprint_Zwart_In

Paper size:

A3

Copies:

2

?

Page range:

1,2-4

?

Double sided:

☐ None

☒ Long-side (most common)

☐ Short-side

Note: These settings apply to all documents you upload at the same time. If you want to use different settings for each document, you'll need to upload each one individually with the desired settings.

Step 2: Select files (Max. 10)

You can only upload a limited number of documents at once. In this example, the maximum is 10, but this number may vary depending on your library. The types of documents you can upload may also differ. The allowed file formats are listed in the block below. There is also a file size limit—in this example, the maximum file size is 10 MB.

Step 2: Select files (Max. 10)

Drop files here or click to choose your files.

The following file types are allowed: pdf, doc, docx, xls, xlsx, ppt, pptx, odt, ods, odp, jpg, jpeg, png, tiff, gif, bmp, txt, rtf, ico, htm, html, vsd, vsdx, svg, mpp, dxf, dwg, tex

Maximum file size: 10 MB

Upload print job

Once the processing is complete, your print jobs will be ready to be picked up at the printer.

My print jobs

Prices

Delete all

Refresh

Upload

DATE	TITLE	PRICE	STATUS
<div><div></div><div>14-05 15:37:27</div><div>Doc-5.docx</div><div><div>Preview</div><div>Delete document</div></div></div>	€0.05	Ready for pickup at the printer.	
<div><div></div><div>14-05 15:37:10</div><div>Doc-3.docx</div><div><div>Preview</div><div>Delete document</div></div></div>	€0.15	Ready for pickup at the printer.	
<div><div></div><div>14-05 15:37:09</div><div>Doc-1-.docx</div><div><div>Preview</div><div>Delete document</div></div></div>	€0.10	Ready for pickup at the printer.	
<div><div></div><div>14-05 15:37:08</div><div>Doc-2.docx</div><div><div>Preview</div><div>Delete document</div></div></div>	€0.05	Ready for pickup at the printer.	
<div><div></div><div>14-05 15:37:07</div><div>Doc-4.docx</div><div><div>Preview</div><div>Delete document</div></div></div>	€0.05	Ready for pickup at the printer.	

Tip: Want to know how to pick up a print job at the printer? Scan the QR code below with your smartphone or click [here](#).

