BYOD Web Printing

Staff and girls who have connected their personal devices to the school Wi-Fi can now print to school printers from their devices. There a couple of restrictions to how this can be done:

1. iOS devices (iPhones, iPads and iPods) cannot print using this solution. This is due to the security measures built into these devices by Apple and is not a restriction which we can overcome. We are however looking into a different solution for these devices which will come at a later date. All other devices on the BYOD Wi-Fi should be able to use this solution without any issue.
2. The other restriction is the types of files that you can print. As your personal devices are not managed by the school, we cannot install print drivers to your device to allow it to connect to our printers. This means that you have to upload a document through a website (see the steps below for details on how to accomplish this) for one of our servers to send your document to the printer on your behalf. This means that you can only send the following types of files to be printed:
   a. Microsoft Excel
   b. Microsoft PowerPoint
   c. Microsoft Word
   d. Microsoft XPS
   e. Adobe PDF

   If you want to print an image the best way would be to paste it into a Word document or save it as a PDF document prior to trying to print it.

Steps to use the BYOD Web Printing

1. Open a web browser and visit the following address: https://print.queenmargarets.com
2. Log in with your School Network user name and password
3. You will then see a summary screen as below. Click on the "Web Print" menu
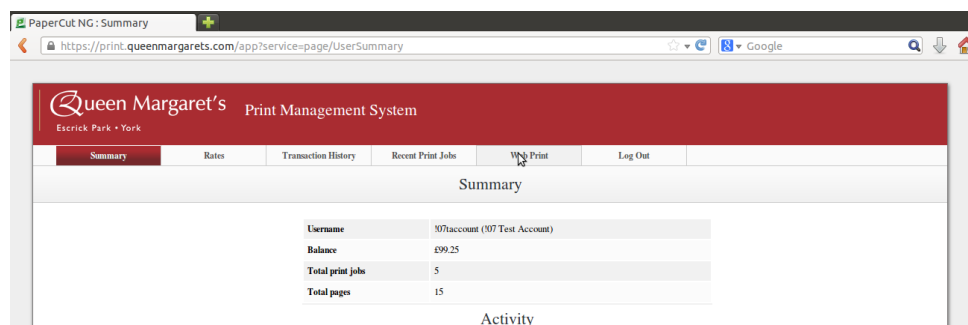
4. Click the "Submit a Job >>" link as shown below
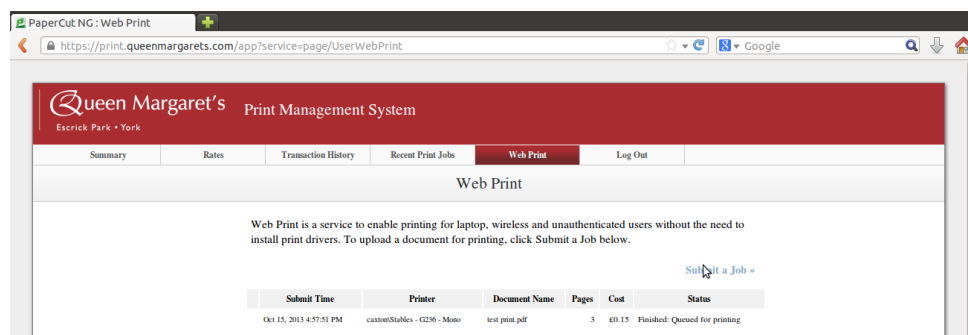
5. You will be presented with a list of printers. This list will show you the printers you can print to. Select the printer you want to print to and then click the "2. Print Options and Account Selection >>" button as shown below

6. Choose how many copies you want to print and then click the "3. Upload Document >>" button
7. This screen shows you which type of files can be uploaded. Click the "Browse..." button to select the file you want to send to print, as shown below
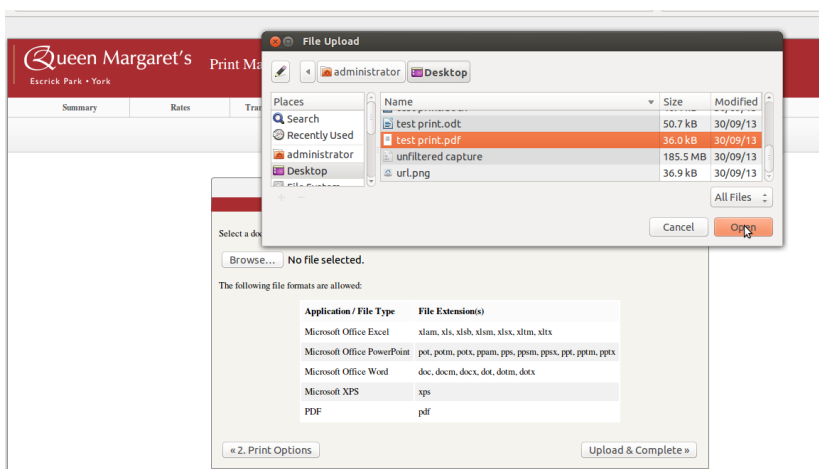
8. Click the "Upload & Complete >>" button to send your document to be printed
9. When the job has finished being submitted you will see a screen like the one below, and you should be able to collect your print out from the printer you selected in step 5
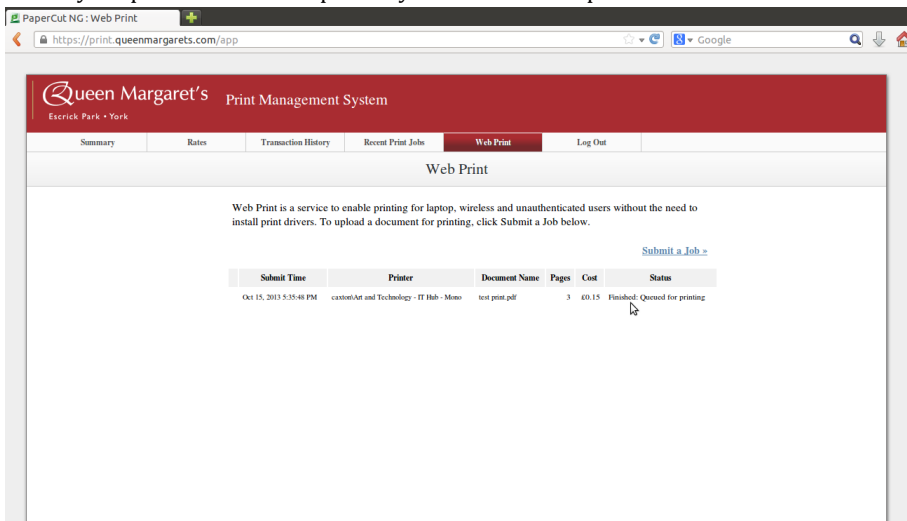
10. You can now click the "Log Out" button or submit another print job