Huie Library Web Printing Guide

Students, Print from your laptop or phone!

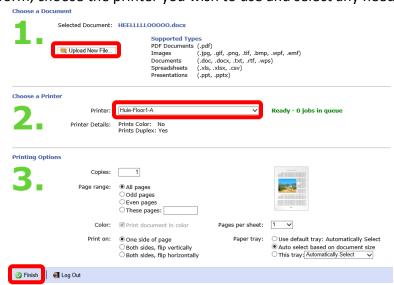
Students can follow these steps to print documents on library printers from their laptops or mobile devices.

Steps:

- 1. Save the file or document that you want to print on your laptop or mobile device.
- 2. Connect your laptop or mobile device to the WEBPRINT Wi-Fi network.
- 3. Open a web browser (Please note: You will not be able to access the internet while on the WEBPRINT Wi-Fi network).
- 4. In the address box, type "http://192.101.185.2:48110/WebAdvantage" and hit the "Enter" key.
- 5. You will be taken to the WebAdvantage Suite Web Printing Login screen.
- 6. Log in with your university student credentials with *hsstudomain*\ before your username (see picture).



- 7. Once you are logged into your account, click the "Print" button.
- 8. Click the "Upload New File..." link and follow the directions to choose the file you want to print.
- 9. Continuing with the form, choose the printer you wish to use and select any needed Print options.



- 10. Click the "Finish" link at the bottom left corner of the page.
- 11. Review the Print Job details on the next page. If it is correct, click the "Print Now" button.
- 12. If you are finished printing, click the "Log Out" button to sign out of your account.