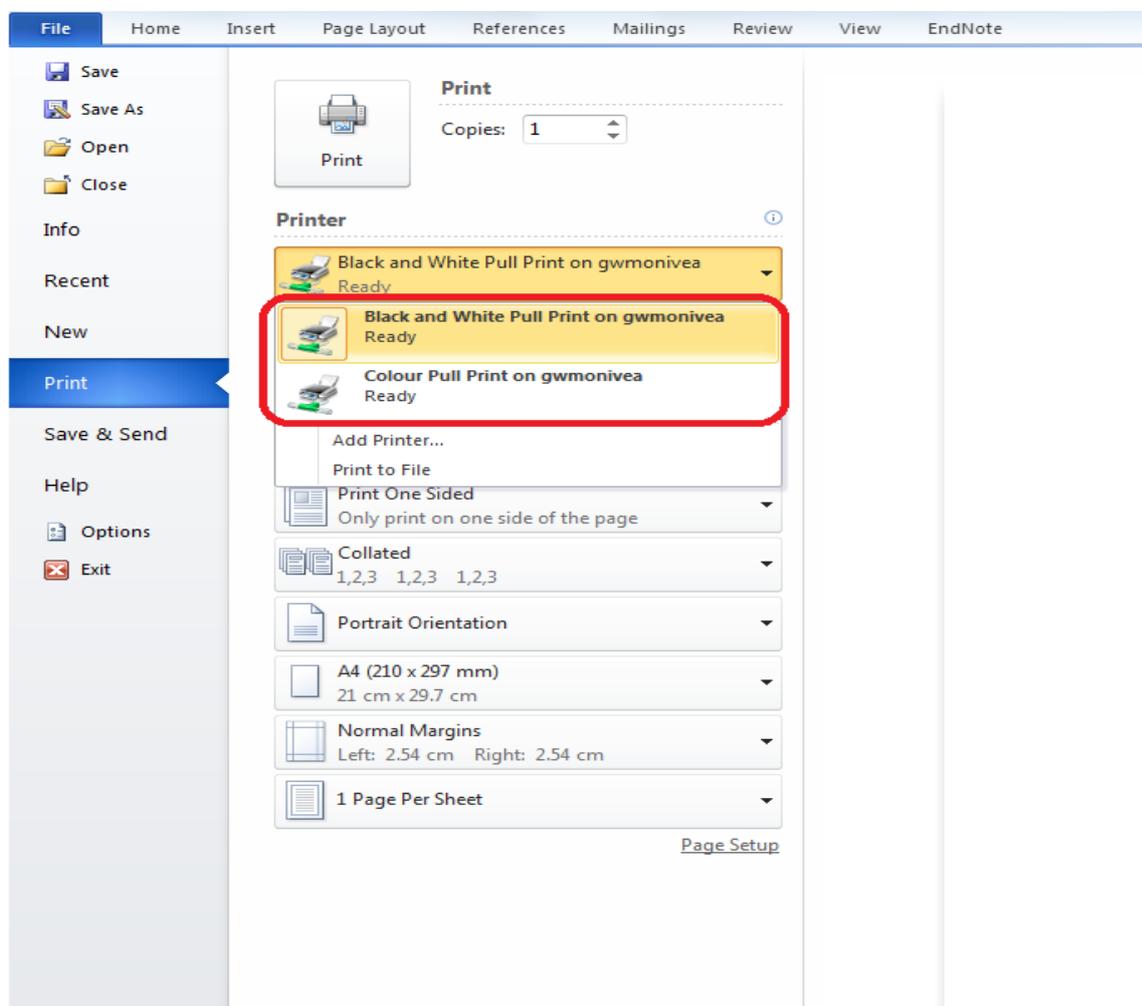


## 1. Pull Queue Print/Indirect Print

1. User logs on to Desktop PC in Library as normal.
2. From here, when the user wants to print, they simply choose Black and White Pull Print or Colour Pull Print as the designated printer. **(Note: Default is set to Black and White Pull Print)**



3. Once the job is sent to either the B&W or the Colour Pull Queue, it will sit there until it's released using the Embedded Software Terminal on any of the Ricoh MFDs(Multi Function Devices).

## 2. Web Print

1. User can go to URL: <https://print.gmit.ie> and log in using their regular network credentials (i.e. Student Number and Password).

For related documentation please see [Student GMIT](#)

To sign in, please enter your username and password below.

Username:

Password:

**Login**

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2. From here, the user can use WebPrint to:

- a. Upload Document to print
- b. Web Address to print

Log Out

My Print Jobs Web Print My Printers

## Web Print

Use Web Print to print by uploading a document or entering a Web address.

**Upload Document To Print**

Supported documents include Microsoft Office, PDF, JPG, GIF, PNG, TIF, BMP, TXT.

**Next >**

**Web Address To Print**

Enter for example: [www.cnn.com](http://www.cnn.com) **Next >**

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- To upload a document, user should browse to the document and double click to select, then press Next.
- The status of the document remains as “Awaiting Release” until the user chooses the B&W or Colour Pull Queue to send the job to.

The screenshot shows the GMIT My Print Jobs page. At the top, there is a navigation bar with 'My Print Jobs', 'Web Print', and 'My Printers'. The page title is 'My Print Jobs' and the current balance is €5.75. A central box allows uploading a document with a 'Browse...' button and a 'Next >' button. Below this is a table of print jobs:

Date/Time	Filename	Pages	Status	refresh
03/09/14 17:26	Colour Test DocNewTestEL.docx	1	Awaiting release	Delete

Below the table, there is a section for selecting a printer: 'To print this job, select a printer below:' with options for 'Black and White Pull Print Queue' and 'Colour Pull Print Queue', each with an 'Advanced' checkbox.

- The system then displays information message “Your print job has been sent to the selected printer successfully.”

User can view their Print Jobs at **My Print Jobs**

This screenshot shows the same GMIT My Print Jobs page, but the status of the document has changed to 'Printed'. The table now shows:

Date/Time	Filename	Pages	Status	refresh
03/09/14 17:26	Colour Test DocNewTestEL.docx	1	Printed	

On the accounting side, the user is not charged until job is released using the release station (embedded software terminal on the Ricoh machine in the library).

### 3. Mobile Print

Android users will need to go Google Play store and iPhone users will need to go to Apple's App Store, then search for Everyone Print to find the app - once they have downloaded it, they will be able to print from your devices via Everyone Print.

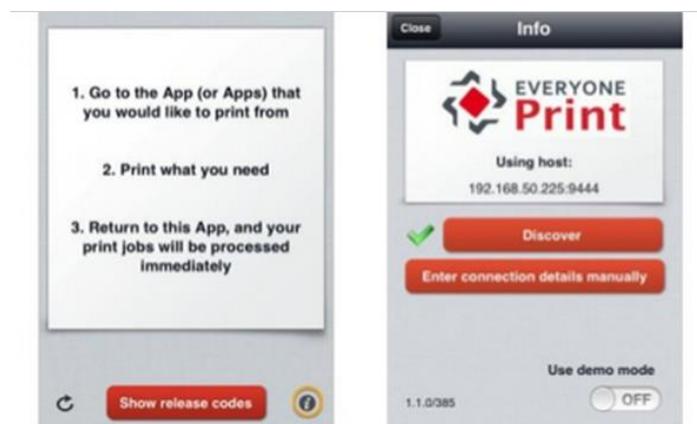
Upon first launch, the app must establish a connection to the EveryonePrint Mobile Gateway.

1. User must manually enter details below for the **Host** and **Port**

**Host:** print.gmit.ie

**Port:** 9444

2. User should then choose **Test Connection** and then choose **Save/Use It**.
3. Once connection has been established for the first time, the user will be prompted to register using their regular network credentials (i.e. Student Number and Password).
4. Once this is completed, the user can choose Pick File to Print, browse to file and simply choose Black and White Pull Print or Colour Pull Print as the designated printer.
5. Once the job is sent to either the B&W or the Colour Pull Queue, it will sit there until it's released using the Embedded Software Terminal on any of the Ricoh MFDs(Multi Function Devices).



On the following screen you can enter connection details.



User will need to manually enter details for Host and Port

Host: print.gmit.ie

Port: 9444