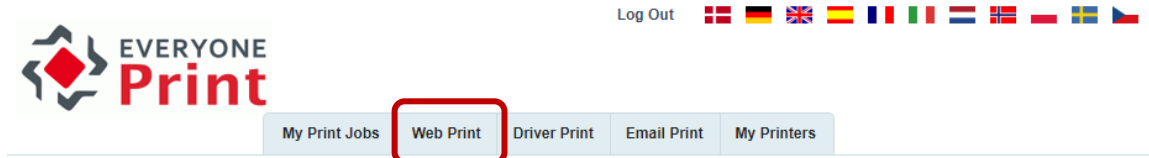


## Printen vanaf je eigen toestel met Everyone Print

- 1) Ga naar <https://everyoneprint.uhasselt.be/>  
Meld je aan met je UHasselt logingegevens
- 2) Selecteer 'Web Print'



### Web Print

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

Upload Document To Print

Choose File No file chosen

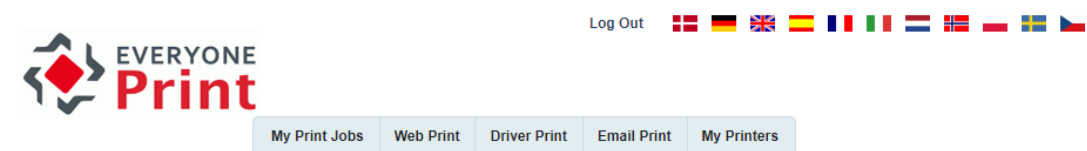
Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT. For other formats, use [Driver Print](#).

Next »

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- 3) Upload je document(en) ('choose file') en selecteer 'Next'



### My Print Jobs

Your username: lucp11649

Your print job has been added successfully. It will be processed automatically in a moment.

Upload Document To Print

Choose File Test.docx

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT. For other formats, use [Driver Print](#).

Next »

Date/Time	Filename	Pages	Status	refresh
4/06/24 14:40	Test.docx	1	Awaiting release	
	To print this job, select a printer below:			
	<input checked="" type="checkbox"/> everyoneprint-Canon-Color			
	<input type="checkbox"/> everyoneprint-plotter (ARCHITECTUUR)			

- 'Awaiting processing' verschijnt | wacht tot 'Awaiting release' verschijnt (groene tekst).
- Selecteer de printer (voor gewoon afdrukken: 'everyoneprint-Canon-Color') **door op de knop te drukken met de naam van de printer** (als je het hokje voor 'Advanced' aanvinkt, kun je andere instellingen wijzigen)

#### (4) Haal je document op bij een van de printers

- Leg je UHasselt badge op de badgelezer
- Selecteer 'Secure Print' > 'Select all' > 'Print + Delete'