



# One Print Simply Print Guide

Simply Print allows you to print from your own laptop or mobile device to a University printer; so you don't have to use a University computer.

All items sent through Simply Print will be ready to print out from any on campus printer and they will wait there for 48 hours – giving you plenty of time to come on campus and print out your documents. There are 3 methods of printing using Simply Print:

## 1. Web Upload

You can upload a document to the Simply Print website and then swipe your Smartcard at any printer on campus to release it.

- 1 Go to the Simply Print website at [northumbria.ac.uk/simplyprint](http://northumbria.ac.uk/simplyprint) and login with your Northumbria Username and Password

- 2 Click **Choose File** to locate your document, then click **Next** to upload the document



- 3 Once the document has uploaded it will show in a box with a **Status of Awaiting Release**

Date/Time	Filename	Pages	Status
27/04/16 11:13	One Print - Printer Locations.pdf	9	Awaiting release

To make this document available to release at a Xerox MFP, choose your **Simply Print location** from below. Check **Advanced** to change the job properties before sending.

<input type="checkbox"/> 1. Simply Print Colour- Newcastle Campus	<input type="checkbox"/> Advanced
<input type="checkbox"/> 2. Simply Print Mono - Newcastle Campus	<input type="checkbox"/> Advanced
<input type="checkbox"/> 3. Simply Print Colour - London Campus	<input type="checkbox"/> Advanced
<input type="checkbox"/> 4. Simply Print Mono - London Campus	<input type="checkbox"/> Advanced

**Newcastle Campus** encompasses both City & Coach Lane campuses (the print queue names refer to the City they are based in)

- 4 Before continuing, tick the **Advanced** box and you can alter some further settings

Number of copies:

Print from page  to

- 5 Once done, click the button for the 'print queue' you want to send to and whether it's to be printed in Colour or Mono (Black & White)

Double-sided print (works only if the printer supports duplex):  
 None  
 Long-side (most common)  
 Short-side

Print in black/white even if document contains color:

- 6 The message **Your print job has been sent to the selected printer successfully** will appear. Then you can visit any printer on that campus to release it.

## 2. Email Print

Simply Print can convert emails and their attachments into print jobs which you can then send to the University printers.

When you visit the printer you will see the email plus its attachments all listed for you to print out – so if you decide you don't need one of the attachments you can just delete it and print the rest.

**Note:** Email Print will only work with your Northumbria University Email address as that is the address associated with the system and your Smartcard (which you will use to swipe and release the printout).

There are two methods of using Email Print:

### 1. Quick Email Printing

Using this method, the whole email you send (attachments and email body) will be available for release at a University printer, with no further action necessary. Simply swipe your Smartcard and the jobs will be waiting for you

To use Quick Email Printing, send an email with any attachments you want to print to: [quickprint@northumbria.ac.uk](mailto:quickprint@northumbria.ac.uk)

All jobs sent to Quick Print will be processed in black and white and double-sided. If you wish to alter these properties, please use **Advanced Email Printing**.

### 2. Advanced Email Printing

Using this method, you will have the opportunity to change the colour, page range etc. before you print out the final version

To use the Advanced Email Printing, send an email with any attachments you want printing to: [print@northumbria.ac.uk](mailto:print@northumbria.ac.uk)

Once you have sent the email, login at [northumbria.ac.uk/simplyprint](http://northumbria.ac.uk/simplyprint) and follow the steps from section 1 **Web Upload**.

## 3. Driver Print

Driver Print allows you to setup a connection on your Windows, Mac or Linux device which will allow you to print to Simply Print directly

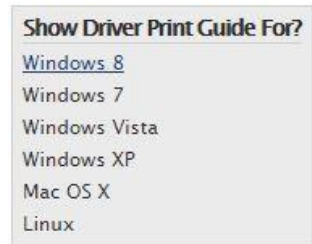
**1** To setup Driver Print, login to the Simply Print website at [northumbria.ac.uk/simplyprint](http://northumbria.ac.uk/simplyprint)

**2** Select the **Driver Print** tab

Select your operating system at the bottom of the page



3 Choose the exact version of your operating system from the left-hand menu



4 Select the **Advanced** radio button then click **Continue**

- Simple (1)**  
 **Advanced (3)**

5 Download and unzip the correct printer driver for your device:

**Windows 32-bit driver | Windows 64-bit driver | Mac OX X drivers**

#### Mac Users

After downloading, you should double-click to auto-extract the two driver files. **Navigate to Mac HDD > library > Printers > PPDs > Contents > Resources** and copy the 2 files over.

#### Windows Users

After the Zip file has downloaded, check that it has saved to the correct folder:

**C:\Users\Your Username\Downloads**

6 Once you have the drivers you need, return to the Simply Print page and move to the next section **Select Destination Printer**

Select the appropriate printer – you'll be able to go back through this process a second time so you have both the **Colour** and **Mono** queues

### 1. Select Destination Printer

Begin by choosing the printer that you would like to print to, and instructions specific to that printer will be shown.

- 1. Simply Print Colour – Newcastle Campus
- 2. Simply Print Mono – Newcastle Campus
- 3. Simply Print Colour – London Campus
- 4. Simply Print Mono – London Campus

7 The web page will now show you precise instructions on how to set up the printer. Follow the instructions as displayed on the page.

Once you have finished the steps for that Printer, you should return to the **Select Destination Printer** section and follow the steps for the second printer.

**Note:** Having trouble working out which version to choose? Take a look at this guide: [Simply Print - Advanced Driver Troubleshooting](#)

Take a look at our other printing guides:

- [Simply Print - Advanced Driver Troubleshooting](#)
- [Printing via Adobe Creative Cloud](#)
- [One Print for Students](#)
- [One Print for Staff](#)

### IT Support - open 24 hours, 365 days a year

Email [it.helpline@northumbria.ac.uk](mailto:it.helpline@northumbria.ac.uk)

Phone 0191 227 4242

Chat [northumbria.ac.uk/itchat](https://northumbria.ac.uk/itchat)



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