Alabama A&M University

Student Webprint Instructions

- Open the web Browser (i.e. Chrome or Safari on your computer and type or copy <u>https://198.180.134.100:9192/user</u> into the URL field. if Safari proceed to step 2 if Chrome skip to step 5.
- 2. Select the show details button in the middle of the screen.

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		-
This Connection Is Not Priv	rate	
This website may be impersonating "10.0.0.15" to steal you	ur personal or financial in ormation.	
You should go back to the previous page.	Show Details Go Back	
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3. Select the "Visit this Website" link on the screen as shown below. Then Select the "Visit Website" button at the top of the screen.

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	Are you sure you want to visit this websi on a connection that is not private? You will have to modify your system settings to al this.	ite Ilow ilte	
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Safari warns you website is miscor To learn more, yo <u>this website</u> .	when a website has a certificate that is not valid. This nfigured or an attacker has compromised your connect ou can <u>view the certificate</u> . If you understand the risks	may happen if the tion. involved, you can <u>visit</u>	

	You are making changes to your Certificate Trust		
№ тн	Settings. Type your password to allow this.		
This websit	Username: Daniel Conz	l information.	
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website is miscont	figured or an attacker has compromised your connection.	happening	
To learn more, you this website.	a can view the certificate. If you understand the risks invo	lved, you can <u>visit</u>	

4. Enter your computer password in the popup window and select "Update Settings"



5. For Chrome select the "Advanced button" on the screen.

6. Select the "Proceed to 198.180.134.100 (unsafe) link on the screen.

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		Your connection is not private				
		Attackers might be trying to steal your information from 10.0.0.15 (for example, passwords, messages, or credit cards). <u>Learn more</u>				
		NET::ERR_CERY_AUTHORITY_INVALID				
		Q To get Chrome's highest level of security, turn on enhanced protection				
		Hide advanced Back to safety				
		This server could not prove that it is 10.0.0.15 ; its security certificate is not trusted by your computer's operating system. This may be caused by a misconfiguration or an				
		attacker intercepting your connection. Proceed to 10.0.0.15 (upgete)				
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7. Type in your **SSO username** in the username field and enter your **SSO password** and select the **"Log in"** button.

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Usemame	mark.harris	
Password	•••••	
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	Log in	

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8. Select the **"Web Print"** menu item in the left side of the window.

9. Select the **"Submit a Job"** button on the screen.

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	Web Print is a service to enable printin	g for laptop, wireless and una	uthenticated users without the need to ins	tall print drivers. To upload a	a document for printing	g, click Submit a Job below.	
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10. Enter your number of copies and select the **"Upload Documents**" button.

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1. Select the **"Upload from Computer"** and browse file selection. You can **print PDF, DOCX, XLSX, PPTX and TXT files.**

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₩ Summary	Web Print	1. Printer: 2. Options 3. Upload	
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	Print Management Software Dicensed to Alabama A&M University © Copyright 1999-2031. PaperCut Software International Pty Ltd. All rights reserved.	Activate Windows Go to System in Control Pan	el to activate Windows.

2. In the Browse window you can select one or multiple files at one time and when finished select the **"Open"** button.

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	« 2. Print Options		Upload & Complete >

3. You should now see your files at the top of the screen. Then select the **"Upload & Complete**" button.

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4. After document states **"Held in a queue, select your SSO user name** in the upper right corner and select **"Log Out"**

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S Transaction History	Submit a Job »							
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