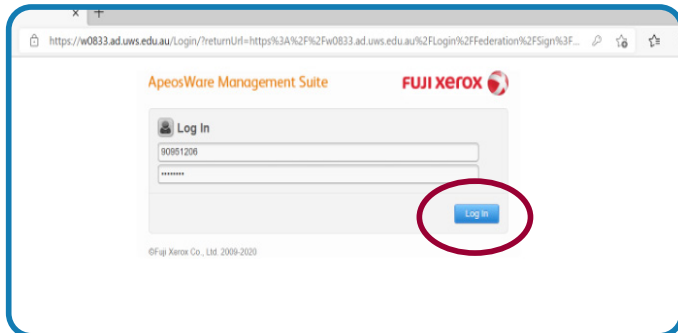




# PrintSmart @ Western

## How to Print From Your Personal Device

This option is available for WSU Students and Staff that wish to print documents whilst connected to the WSU network on a personal or WSU managed device.

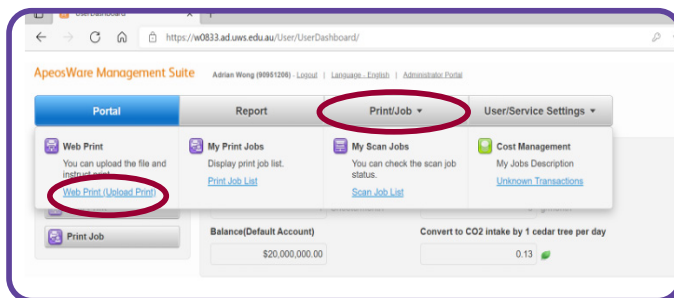


1

Please navigate to <https://printportalpoc.westernsydney.edu.au/user>

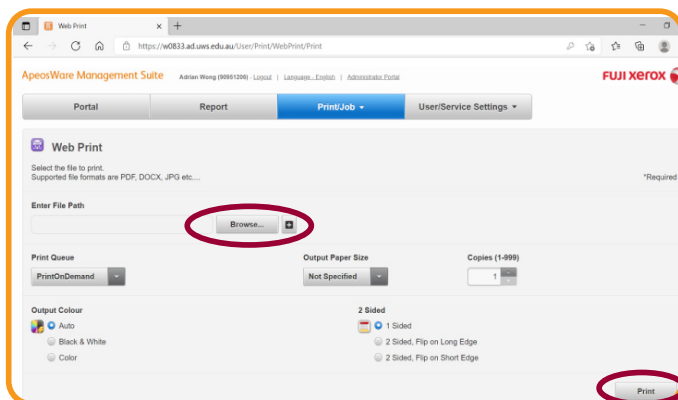
2

Login to the site with your user ID (e.g. 90951206) and your regular network password. Select **Log In**.



3

In the user dashboard hover your mouse cursor over the **Print/Job** option and from there click on the **Web Print (Upload Print)** option.



4

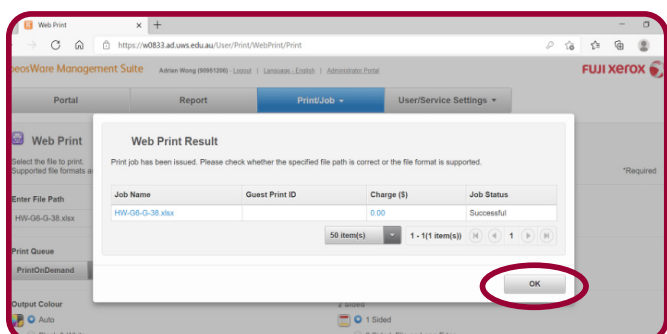
You can now select the file to print by clicking the **Browse** button (this will open another window so you can select a file on your local device). Click the **+ button** to select an additional file to print.

5

Leave the print queue option unchanged as PrintOnDemand.

6

Select your **Output Paper Size**, A4/A3 are provided. Update other finishing options as required. Select **Print**.



7

Your print job will be confirmed in a web print result popup window, click **OK**.

8

You can now go to any PrintSmart device and tap your Western ID card to print and collect your print job.