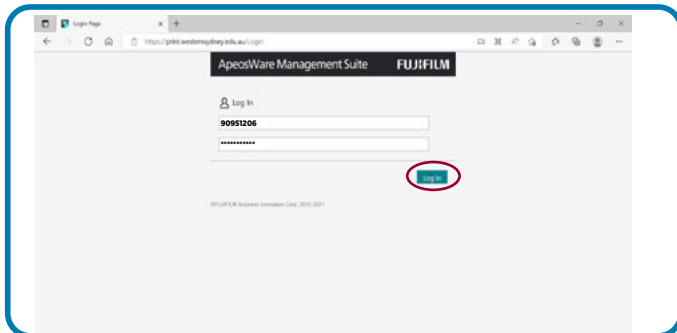# PrintSmart @ Western

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.
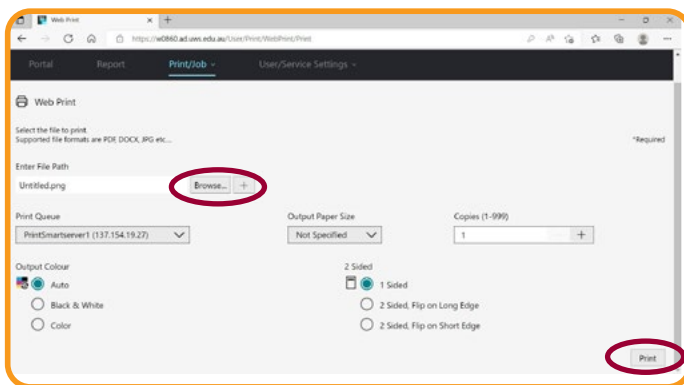

1 Please navigate to https://print.westernsydney.edu.au/user

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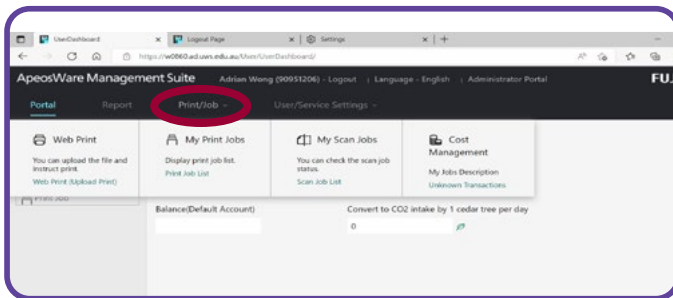

3 In the user dashboard hover your mouse cursor over the **Print/Job** option and from there click on the **Web Print (Upload Print)** option.

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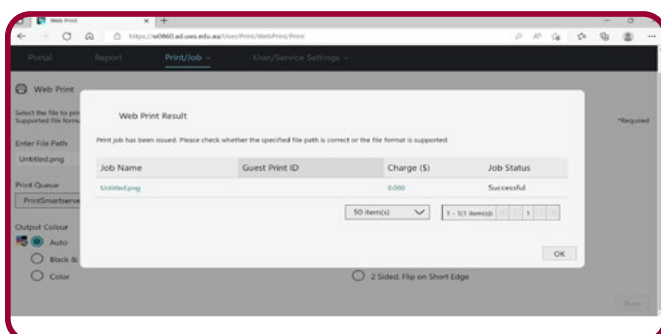
7 Your print job will be confirmed in a web print result popup window, click **OK.**

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