

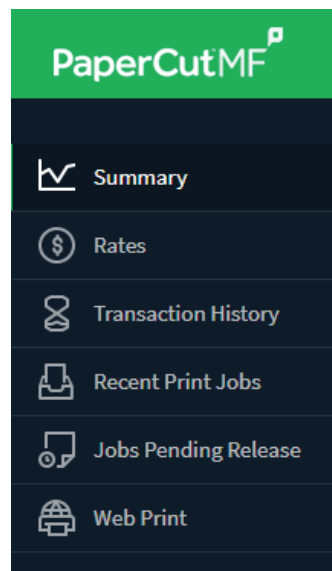
Print wirelessly from anywhere on campus

UCF Web Print Instructions

1. On your device, connect to UCF wireless networking through UCF_WPA2.
2. In a web browser, go to print.sga.ucf.edu



3. Login with your NID credentials.
4. Go to the Web Print tab from the menu on the left side of the page.



5. Click Submit a Job

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job »](#)

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
No active jobs					

6. Select a Print and click to go to step 2.

Web Print

1. Printer 2. Options 3. Upload

Select a printer:

PRINTER NAME ↑	LOCATION/DEPARTMENT
<input type="radio"/> net2124\SGA Free Print (Find-Me) - Altamonte Springs (virtual)	UCF Connect Altamonte Springs
<input checked="" type="radio"/> net2124\SGA Free Print (Find-Me) - Main Campus (virtual)	UCF Main Campus
<input type="radio"/> net2124\SGA Free Print (Find-Me) - Rosen (virtual)	Rosen College of Hospitality Management
<input type="radio"/> net2124\SGA Free Print (Find-Me) - Sanford-Lake Mary (virtual)	UCF Connect Sanford/Lake Mary

[« Back to Active Jobs](#) [2. Print Options and Account Selection »](#)

7. Select the amount of copies to print and click to go to step 3 for upload.

Web Print

1. Printer 2. Options 3. Upload

Options

Copies

[« 1. Printer Selection](#) [3. Upload Documents »](#)

8. Either drag the file or browse for it through Upload from computer and click Upload & Complete.

Web Print

1. Printer 2. Options 3. Upload

Upload

Select documents to upload and print


Drag files here

[Upload from computer](#)

The following file types are allowed: Microsoft Excel xlsx, xls, xlsm, xltx, xltm, xlt Microsoft PowerPoint ppt, potm, potx, pptm, pps, pptsm, ppsx, pptt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt PDF pdf Picture Files bmp, dds, gif, jif, jif, jpeg, jpg, png, tiff, tiff XPS xps

[« 2. Print Options](#) [Upload & Complete »](#)

The print job will be sent to the selected queue and will be available at any associated release station once it is rendered:

 Your document was successfully submitted. See the table below to track its status.

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[Submit a Job »](#)

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
May 18, 2018 11:16:56 AM	net2124\SGA Free Print (Find-Me) - Main Campus	config.txt			Submitting: Queued in position 1.