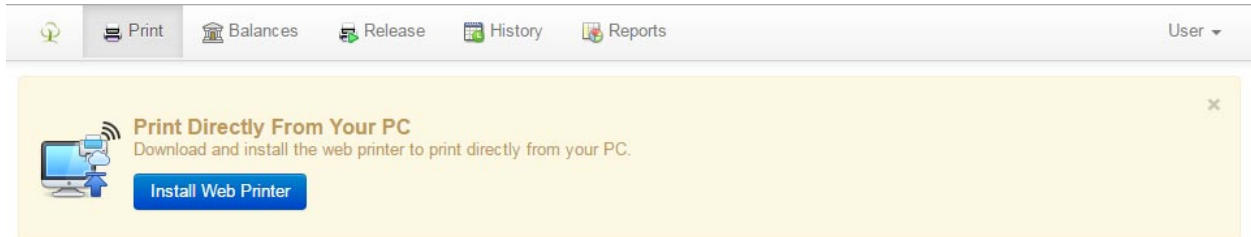


How to install the Print Manager Plus print App on your Windows computer

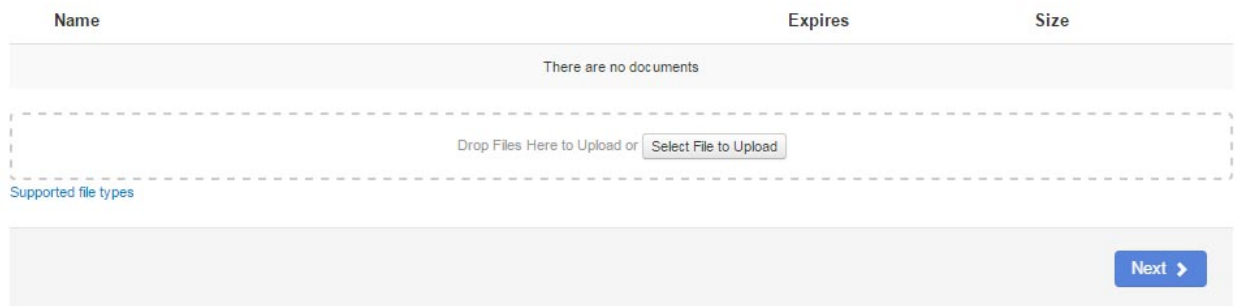
**** Note: Print Manager Plus does not currently have an App for Apple computers ****

**** The Print Manager Plus App can only be installed and used while on campus ****

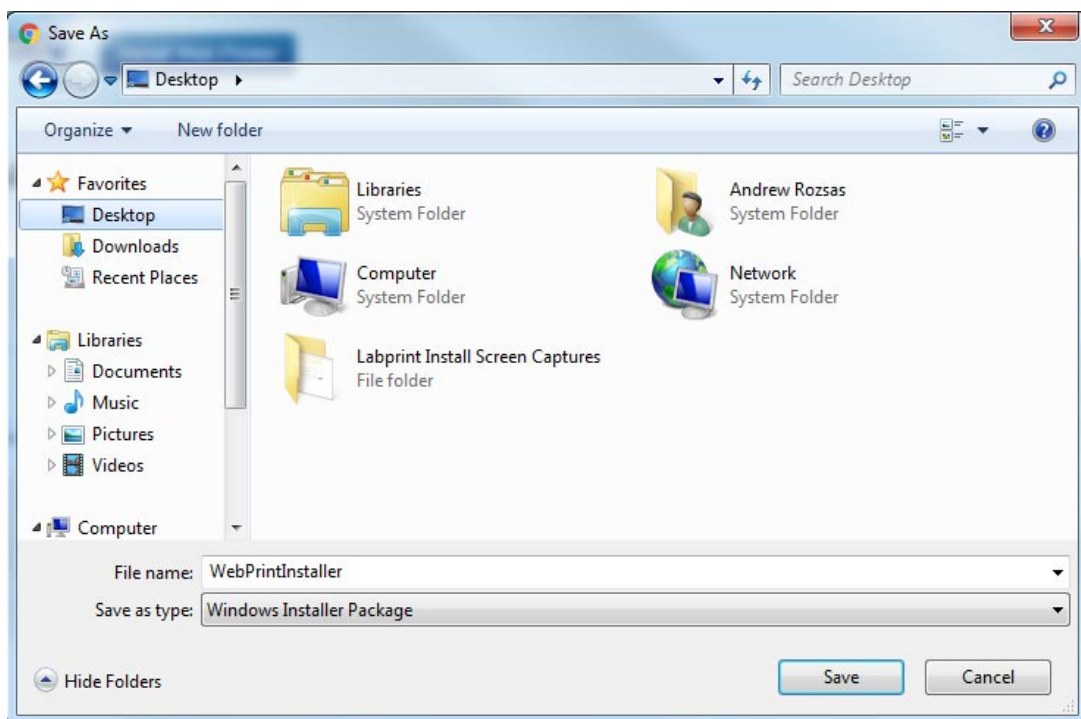
If you would like to install the Print Manager Plus App on your Windows computer, you can do so from the screens on webprint.duq.edu. Begin the installation by clicking on the "Install Web Printer" button inside the yellow "Print Directly From Your PC" box at the top of the screen.



Select Document



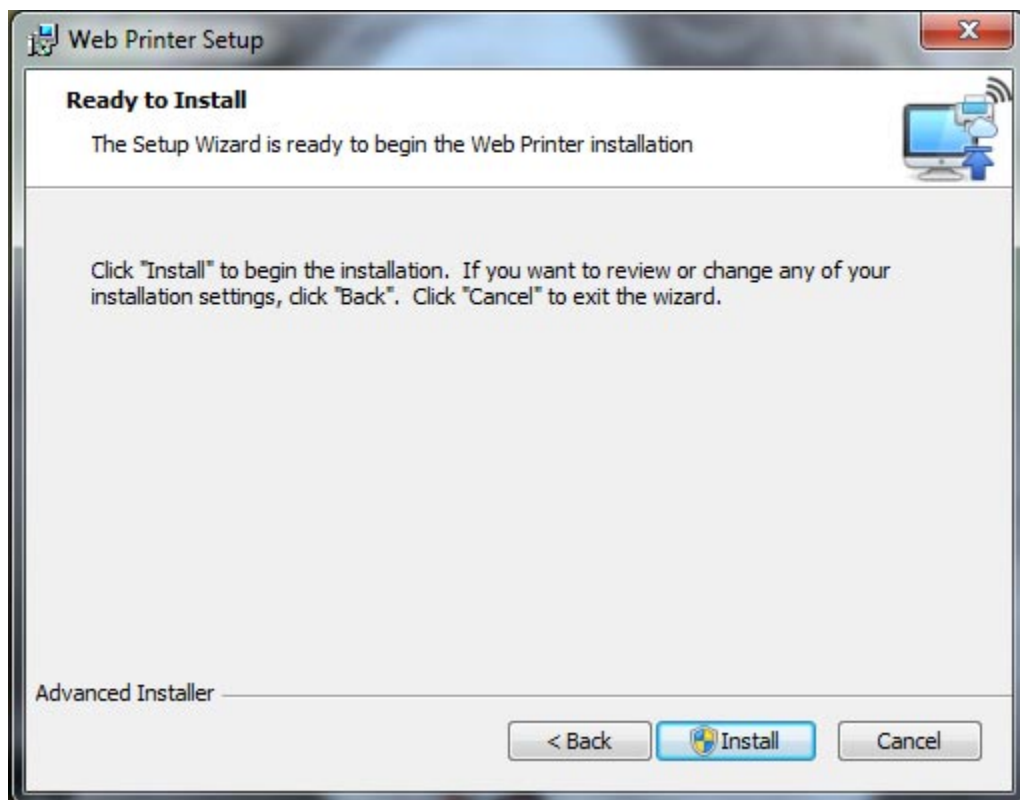
Save the install software to your desktop.

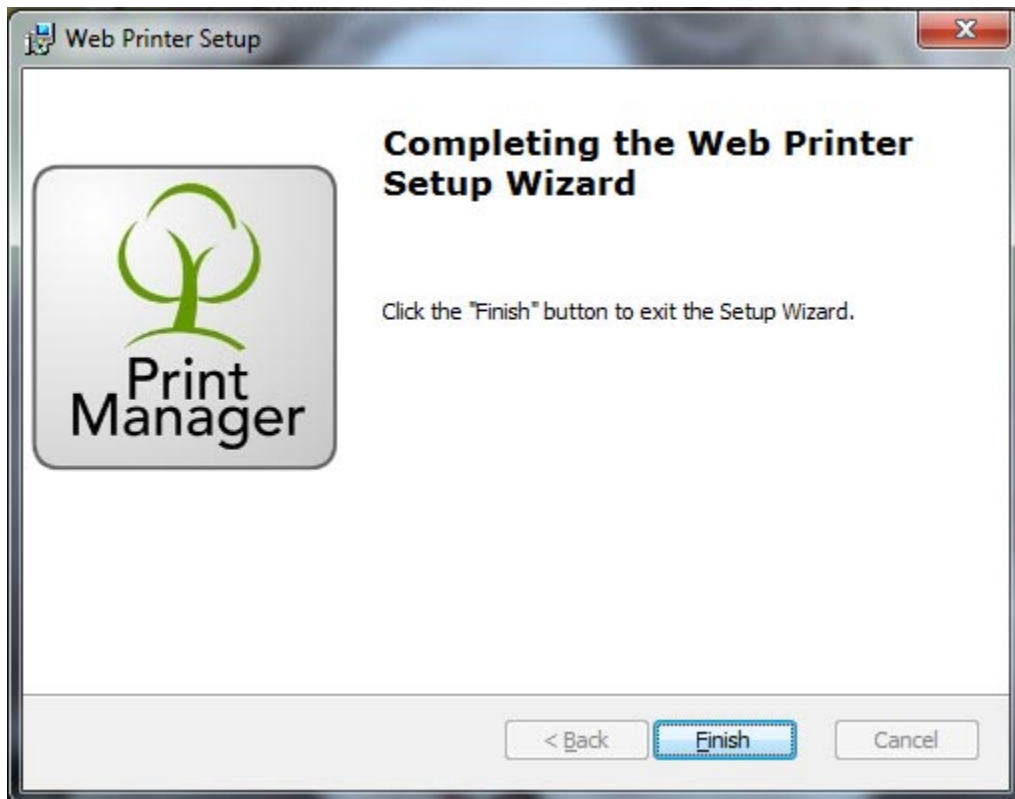
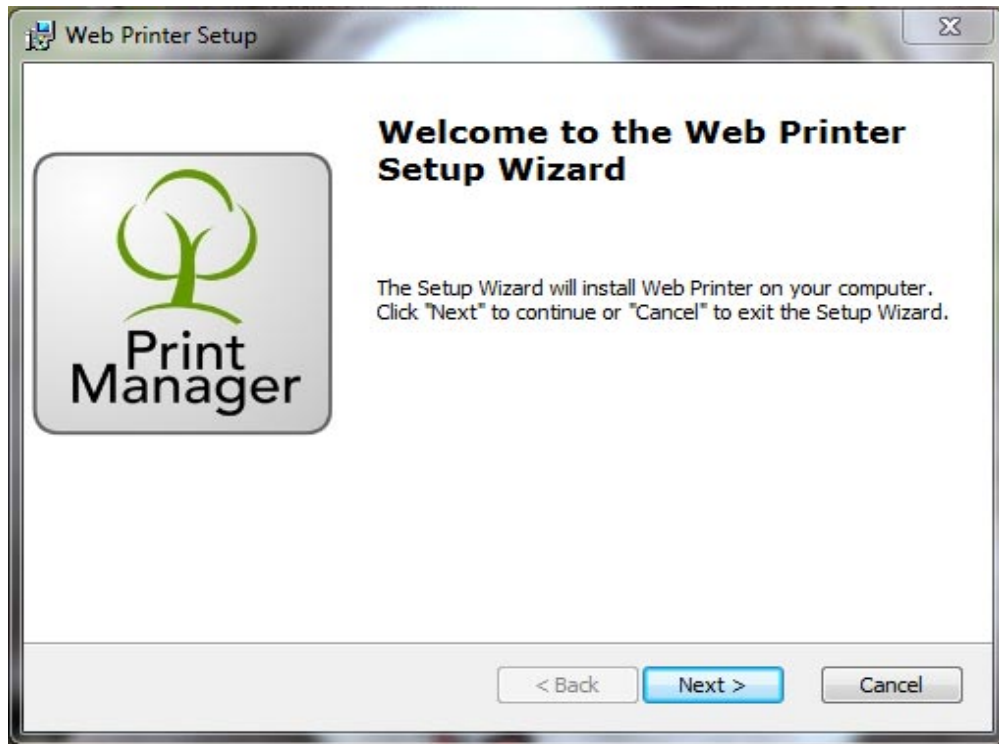


Find the “WebPrintInstaller” Icon on your desktop and double click the icon to begin the install process.

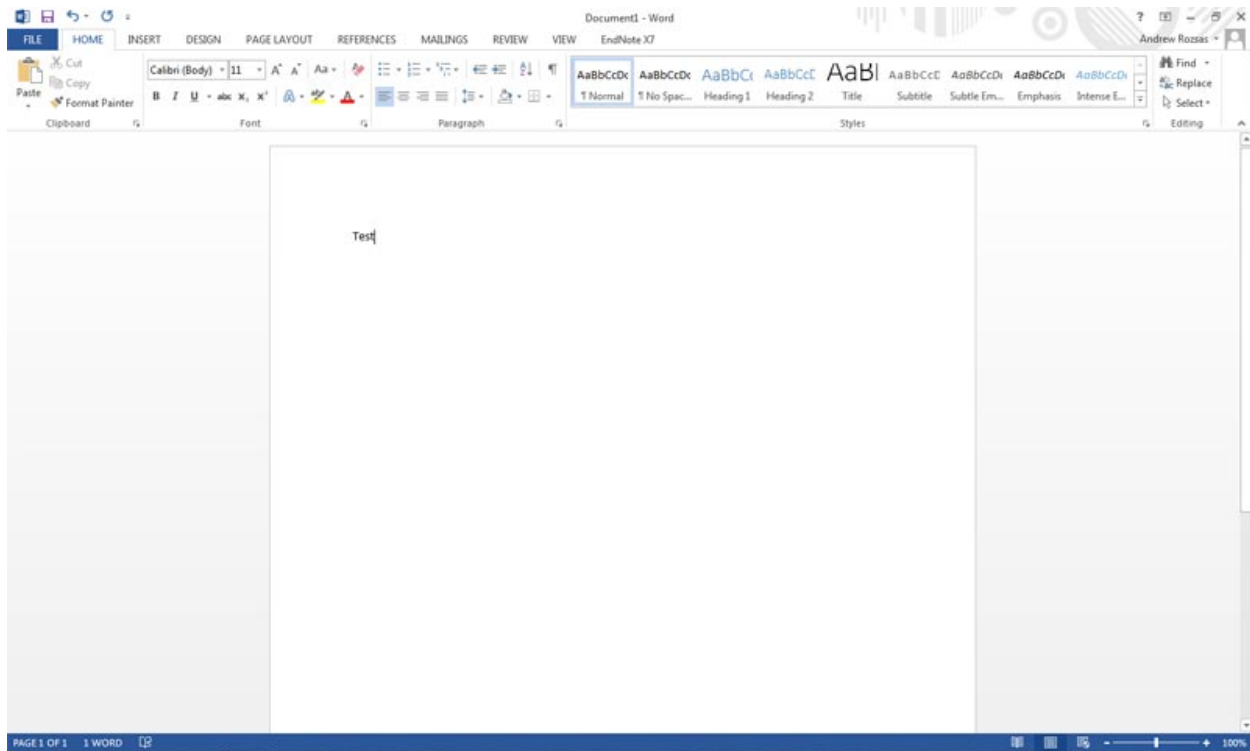


Follow the steps to install the software on your computer

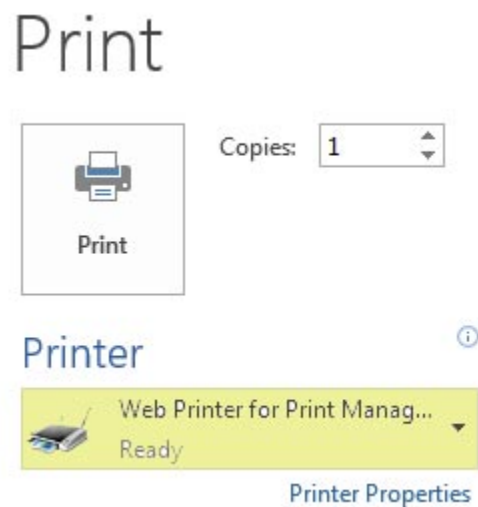




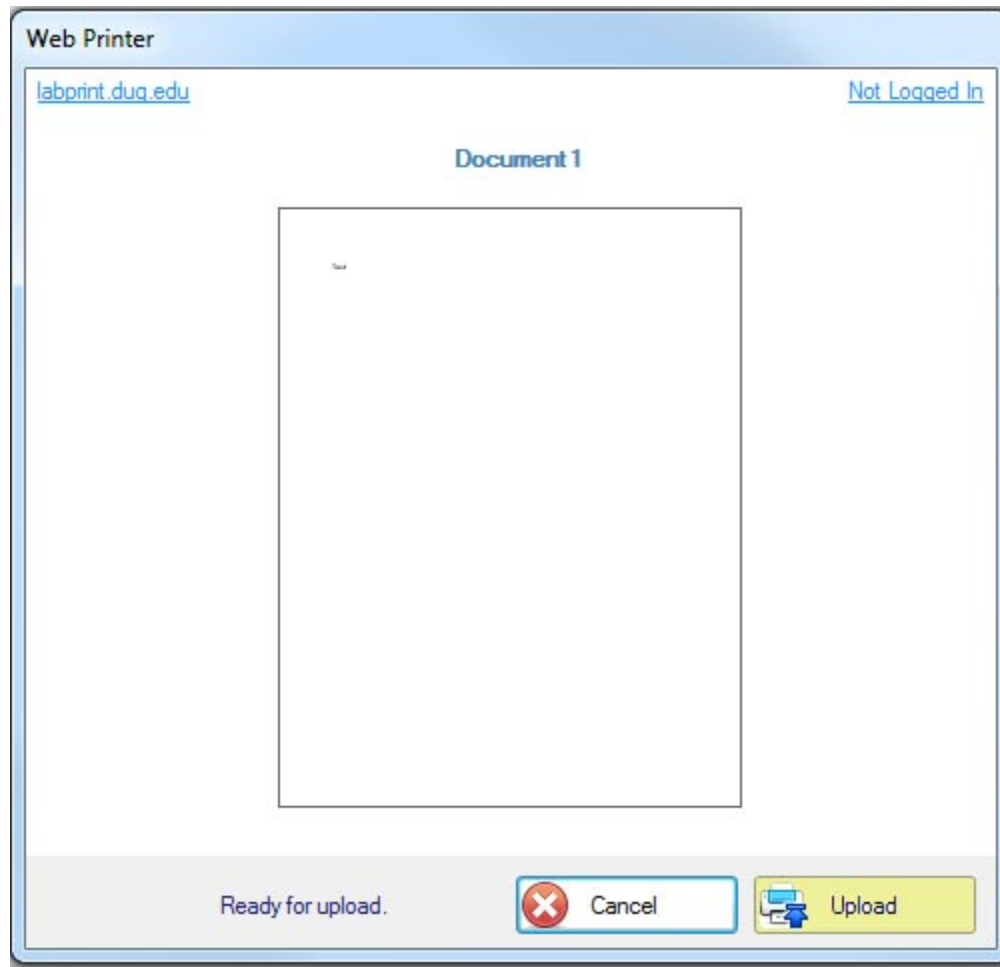
When the installation is completed, you will then be able to enter the webprint functionality directly from your applications. (Ex: Word)



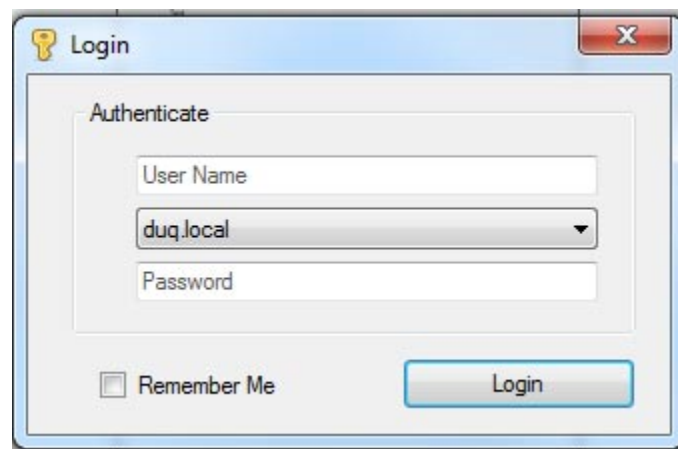
When you are ready to print a document, click on the print button and then find the Web Printer for Print Manager Plus in the printer drop down on your computer.



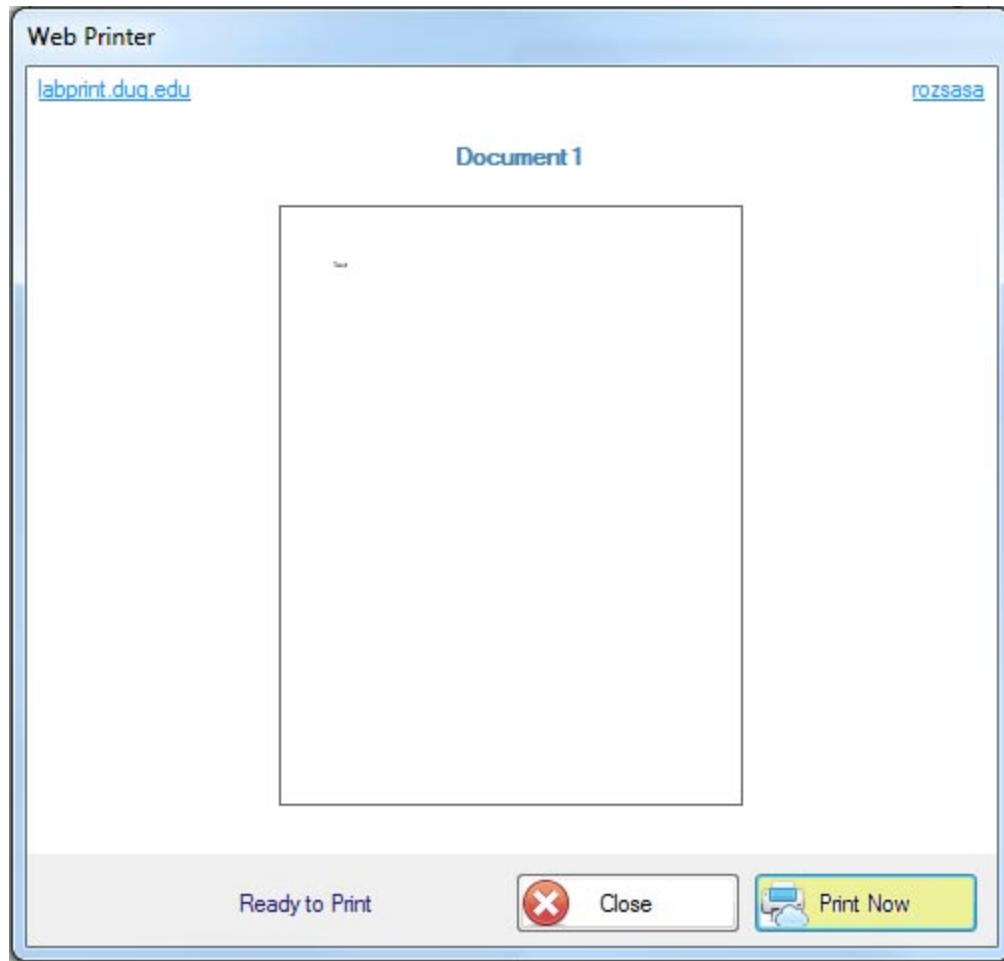
After clicking the print button, the following upload screen will appear.



When you click on "Upload" you will receive an authentication pop up. Enter your Multipass credentials to continue.



You will then receive a pop up box to print your document.



At this point, you will have two options.

- 1) Continue to print the document**
- 2) Wait to release the file for printing at a later time.**

If you choose to continue printing the document, the following pop up will appear. Choose your printer from the drop down box and click “Next” in the lower right corner of the pop up box.

Print Document

Printer:

Copies:

Pages per sheet:

Page range:

Document1.pdf

Previewing Page 1 of 1

You will receive the following message for your successful print.

Success! Your job is ready to be printed.

Confirmation

Printer: rh19d5110
Document: Document1.pdf
Total Pages: 1
Job Cost: \$0.03

If you choose to wait to print your document until a later time, just log into webprint.duq.edu and follow the normal wireless printing instructions.