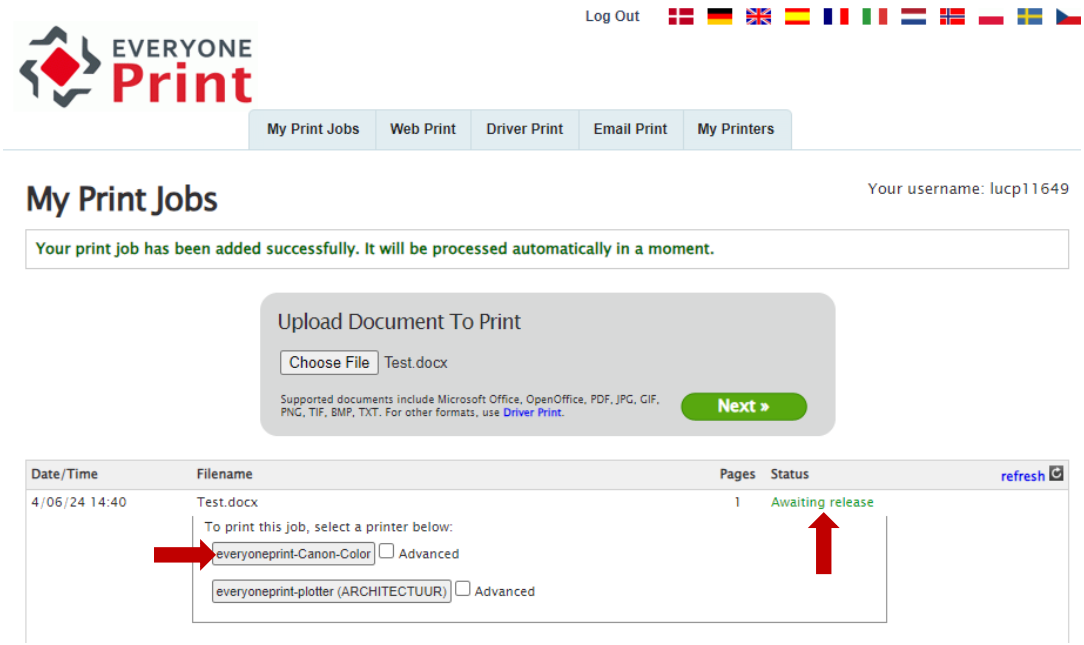
Printing from your own device using Everyone Print

1) **Visit https://everyoneprint.uhasselt.be/**
   Login using your UHasselt credentials
2) **Select 'Web Print'**

3) **Upload your document(s) ('choose file') and select 'Next'**



- 'Awaiting processing' appears | Wait until 'Awaiting release' appears (green text).
- Select the printer (for general printing: 'everyoneprint-Canon-Color') by **pressing the printer button with the printer's name**
  (ticking the box before 'Advanced' will allow you to set other preferences)

(4) Collect your document from one of the printers

- Pass your UHasselt badge over the badge reader
- Select 'Secure Print' > 'Select all' > 'Print + Delete'