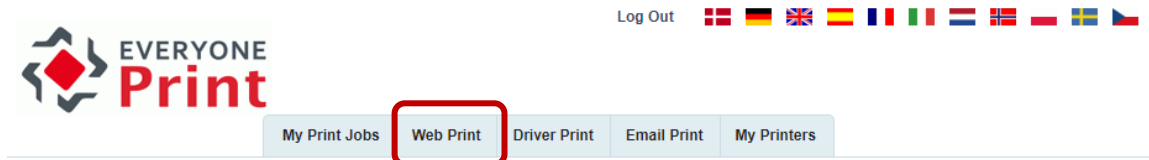


## Printing from your own device using Everyone Print

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



### Web Print

Use Web Print to print by uploading a document or entering a Web address.

#### Upload Document To Print

Choose File No file chosen

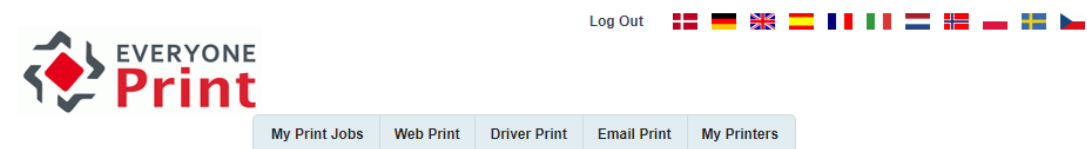
Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT. For other formats, use [Driver Print](#).

Next »

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



### My Print Jobs

Your username: lucp11649

Your print job has been added successfully. It will be processed automatically in a moment.

#### Upload Document To Print

Choose File Test.docx

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT. For other formats, use [Driver Print](#).

Next »

Date/Time	Filename	Pages	Status	refresh
4/06/24 14:40	Test.docx	1	Awaiting release	
	To print this job, select a printer below:			
	<input checked="" type="checkbox"/> everyoneprint-Canon-Color			
	<input type="checkbox"/> everyoneprint-plotter (ARCHITECTUUR)			

- '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'