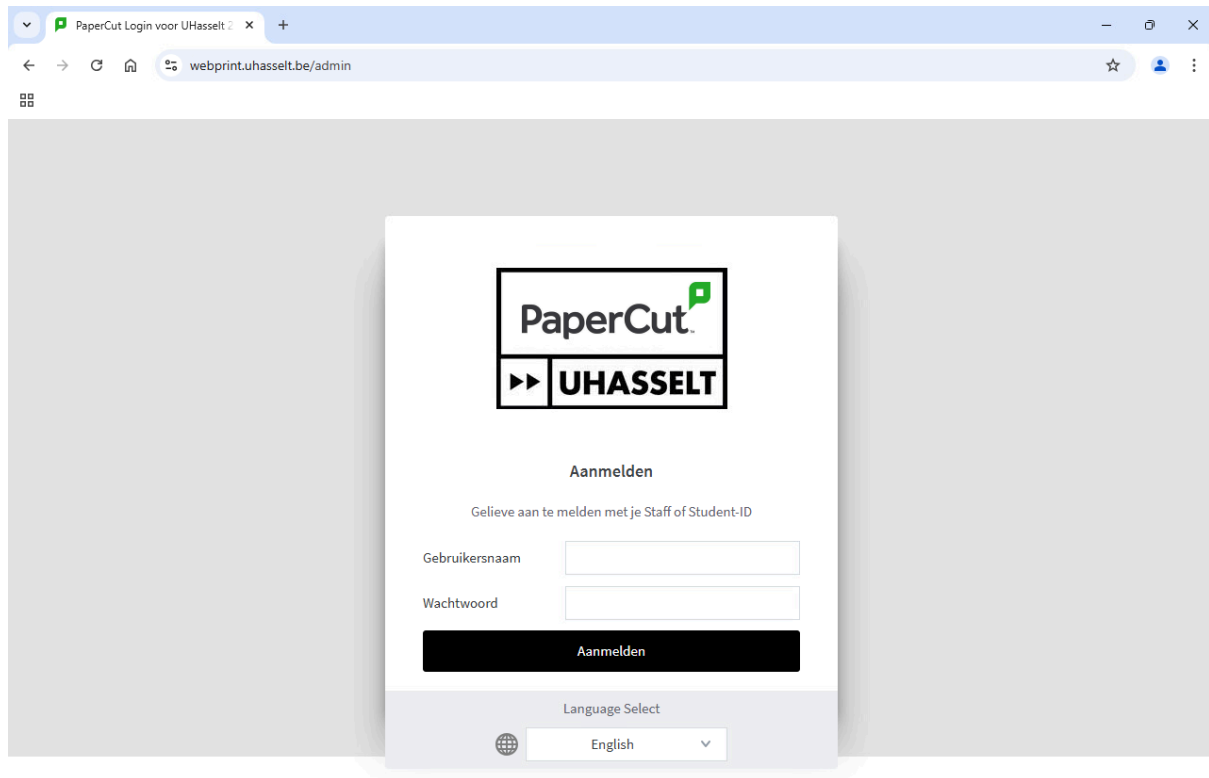


# How to print without the need of a driver installation

Open a webbrowser and surf to the following url:

<https://webprint.uhasselt.be>

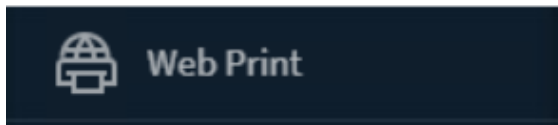
select "English" in the dropdown list

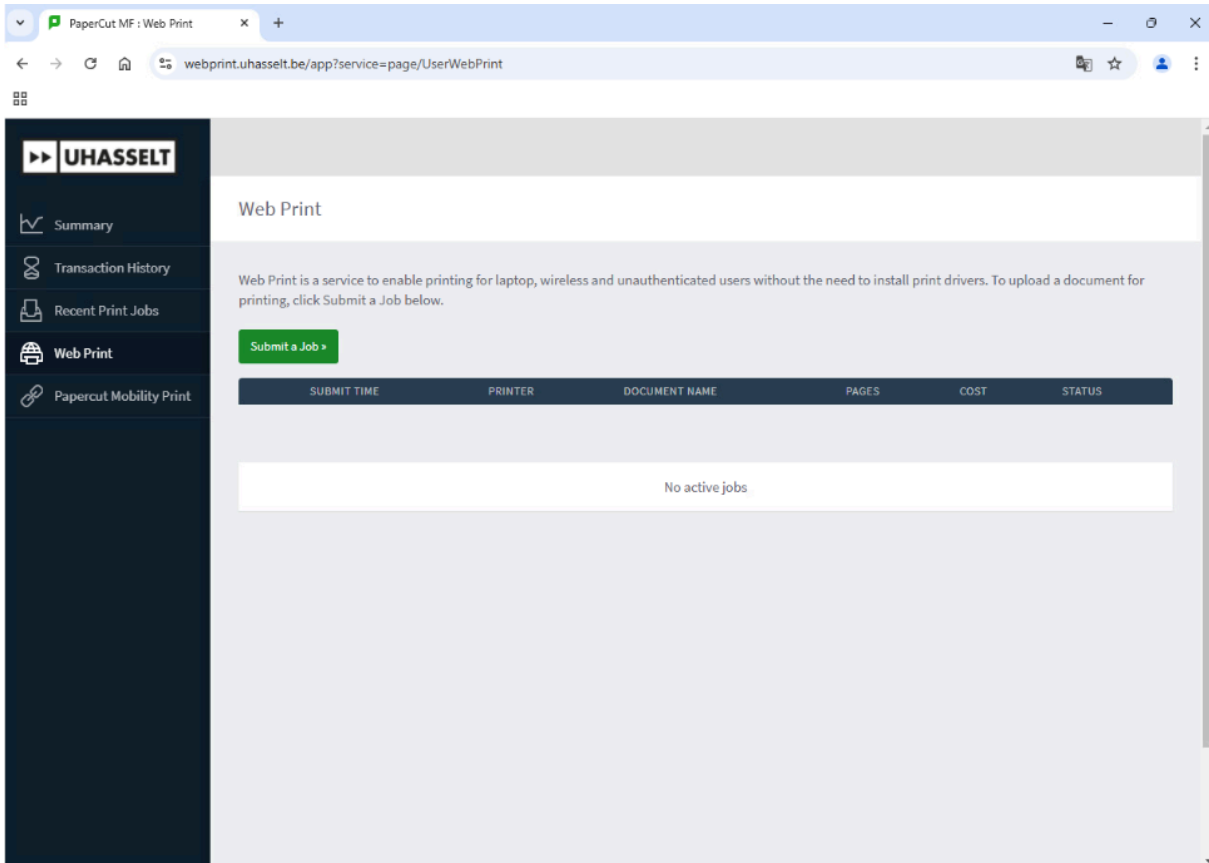


On the dashboard your available balance will be displayed.

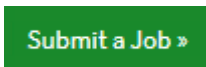
The screenshot shows a web browser window with the URL `webprint.uhasselt.be/app?service=page/UserSummary`. The dashboard is titled "Summary" and features a dark sidebar with navigation options: Summary, Transaction History, Recent Print Jobs, Web Print, and Papercut Mobility Print. The main content area displays three summary cards: "BALANCE" (0,00 € NETPAY BALANCE, 199,94 €), "PRINT JOBS" (92), and "PAGES" (1,488). Below these are two sections: "Activity" with a line graph titled "Balance history for lucp1357" showing a constant balance of 0,00 € from Jan 4 to Jan 25, and "Environmental Impact" showing 10.5% of a tree, 11.1 kg of CO2, and 692.6 hours of light bulb usage since Jul 14, 2023.

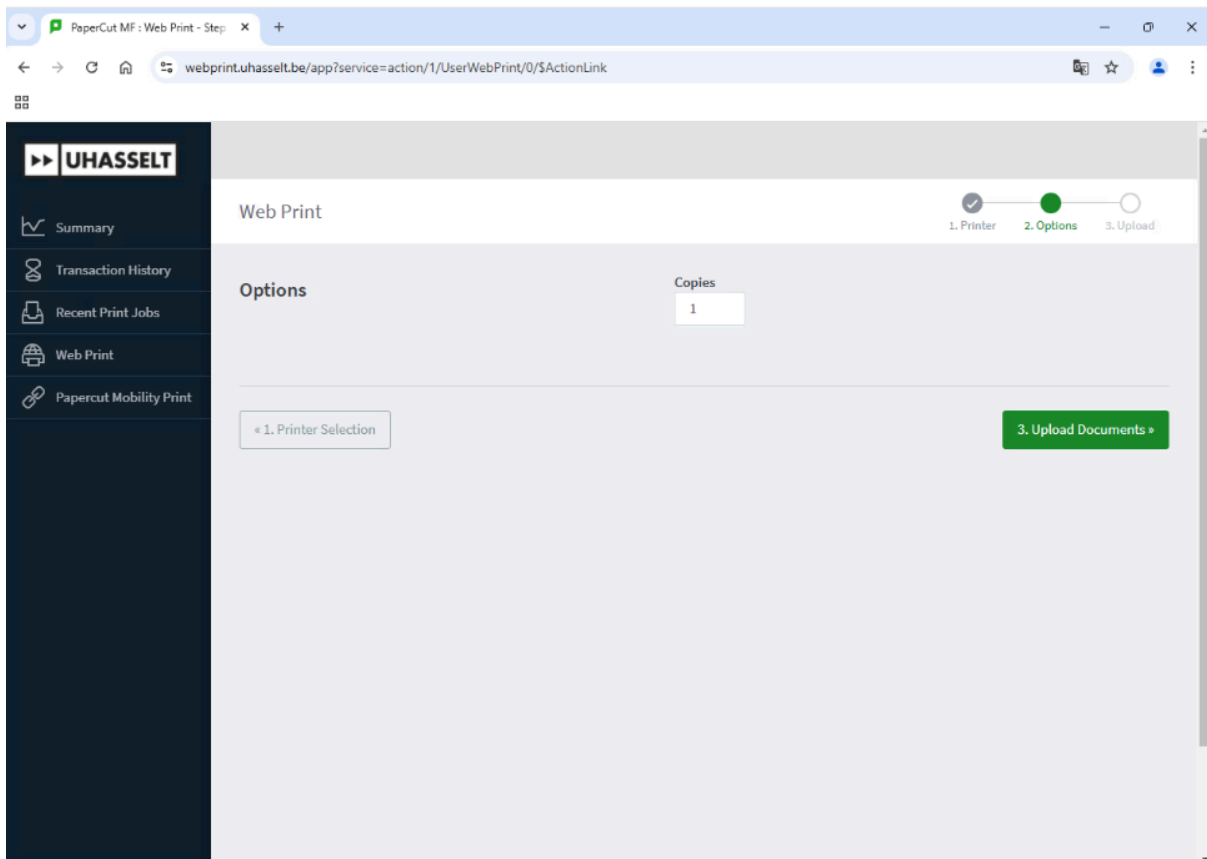
Click on Web Print in the menu on the left:



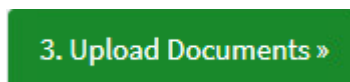


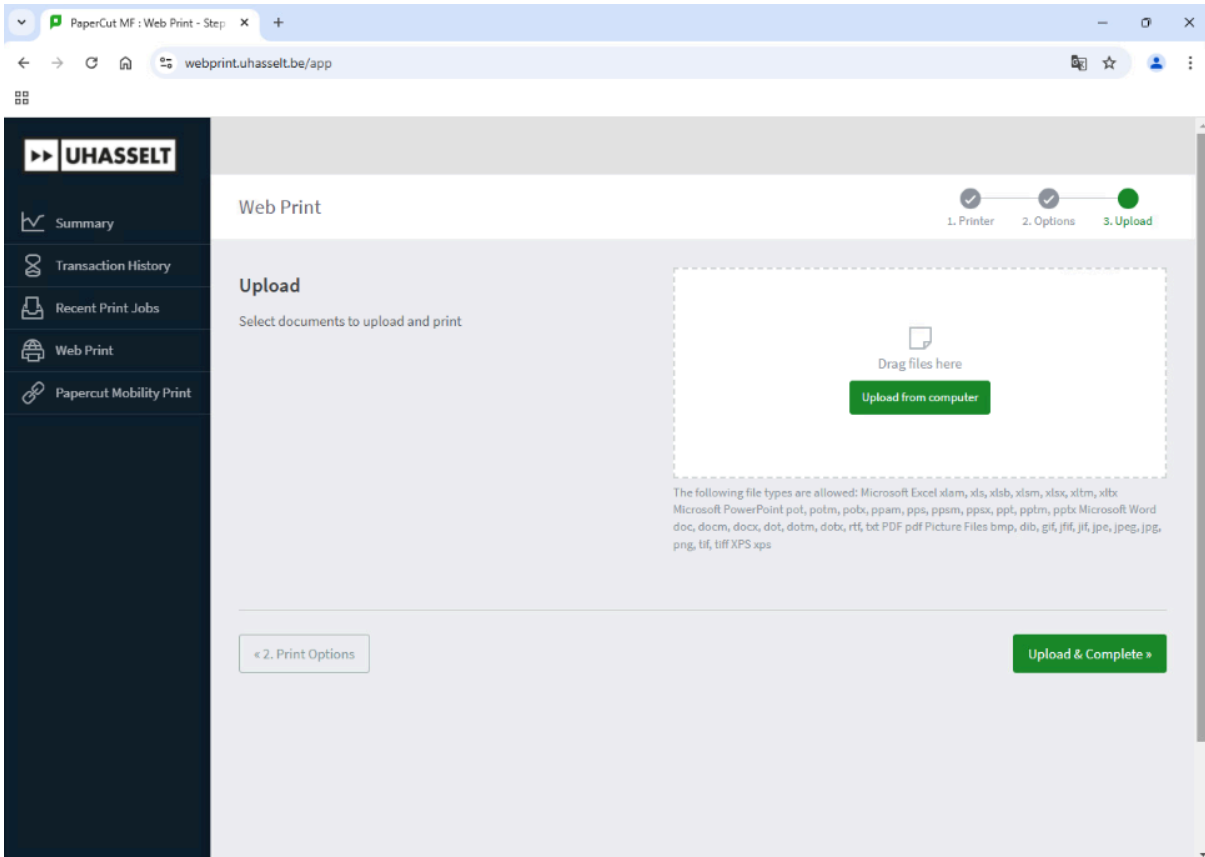
Click "Submit a Job >>":



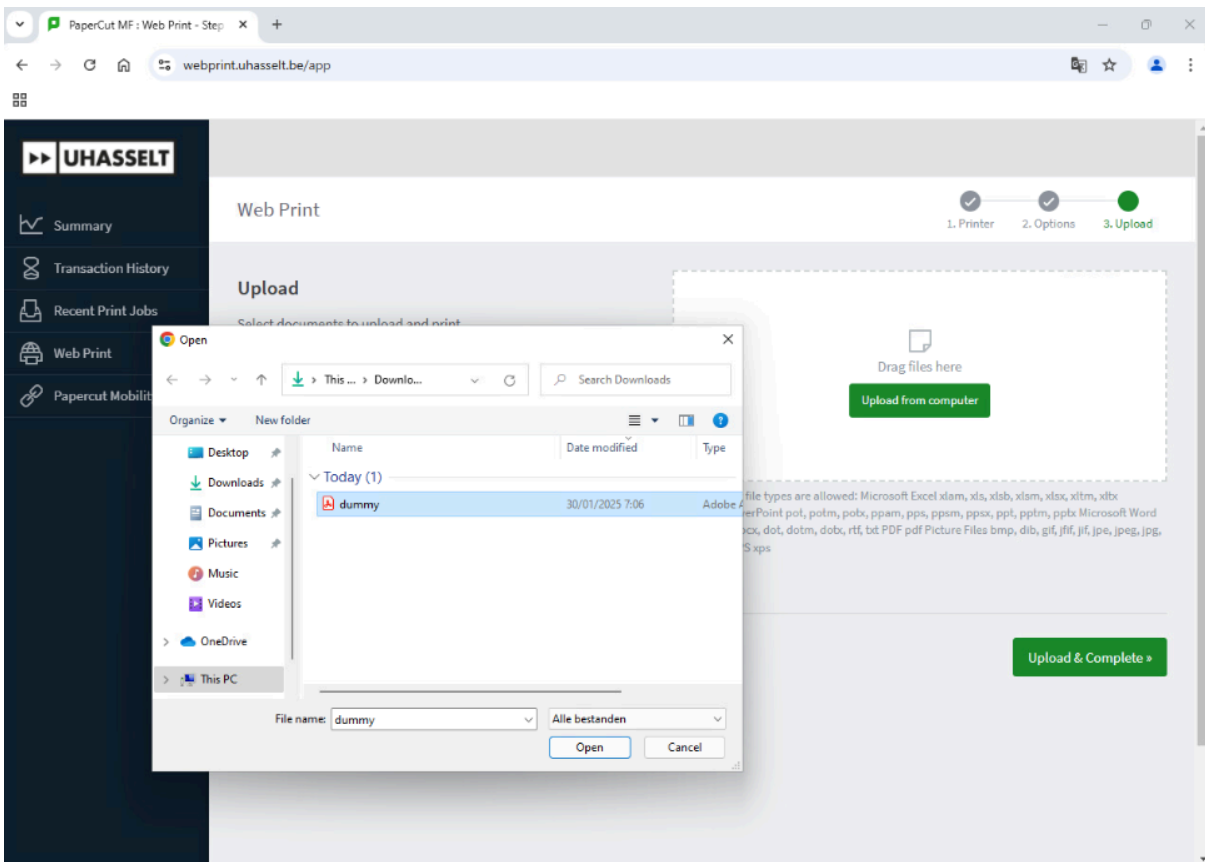


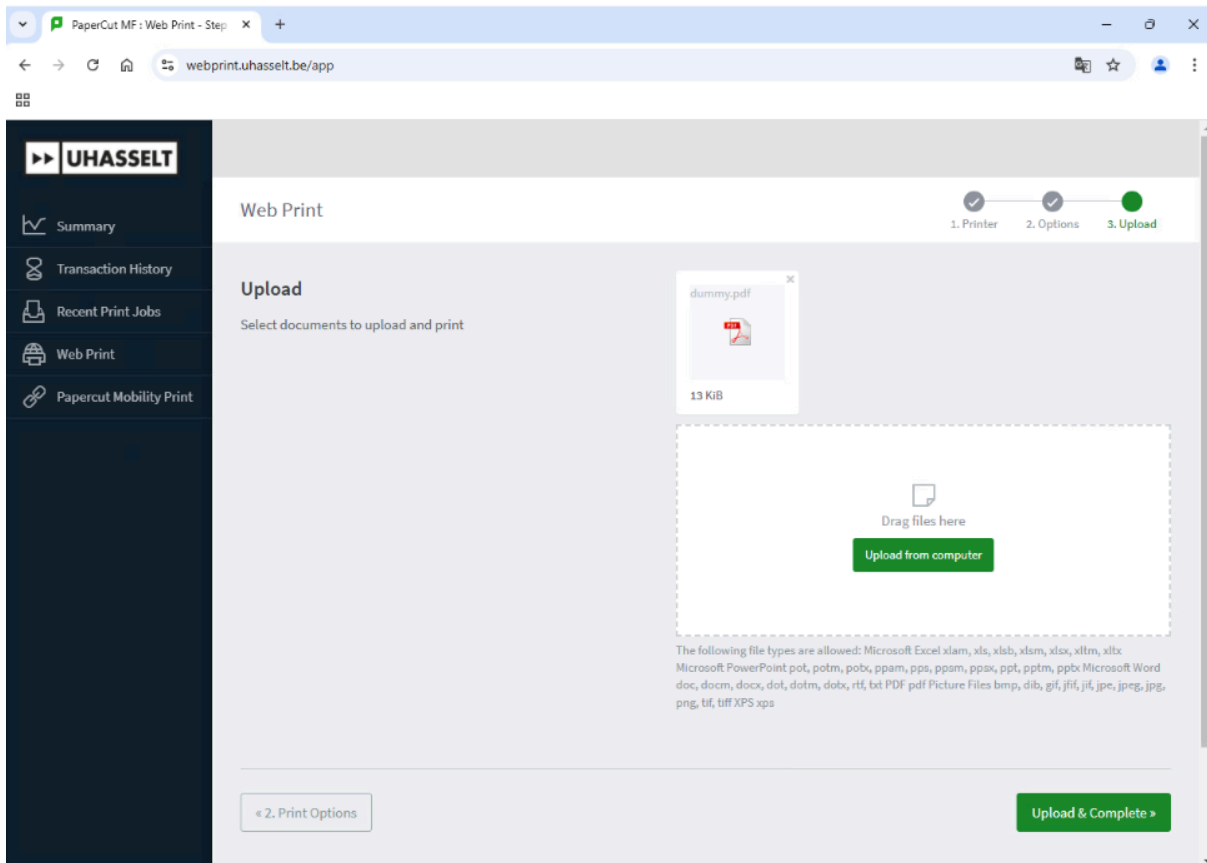
Klik op "Upload Documents >>"





Drag the document to the white drop zone or click on 'Upload from Computer'

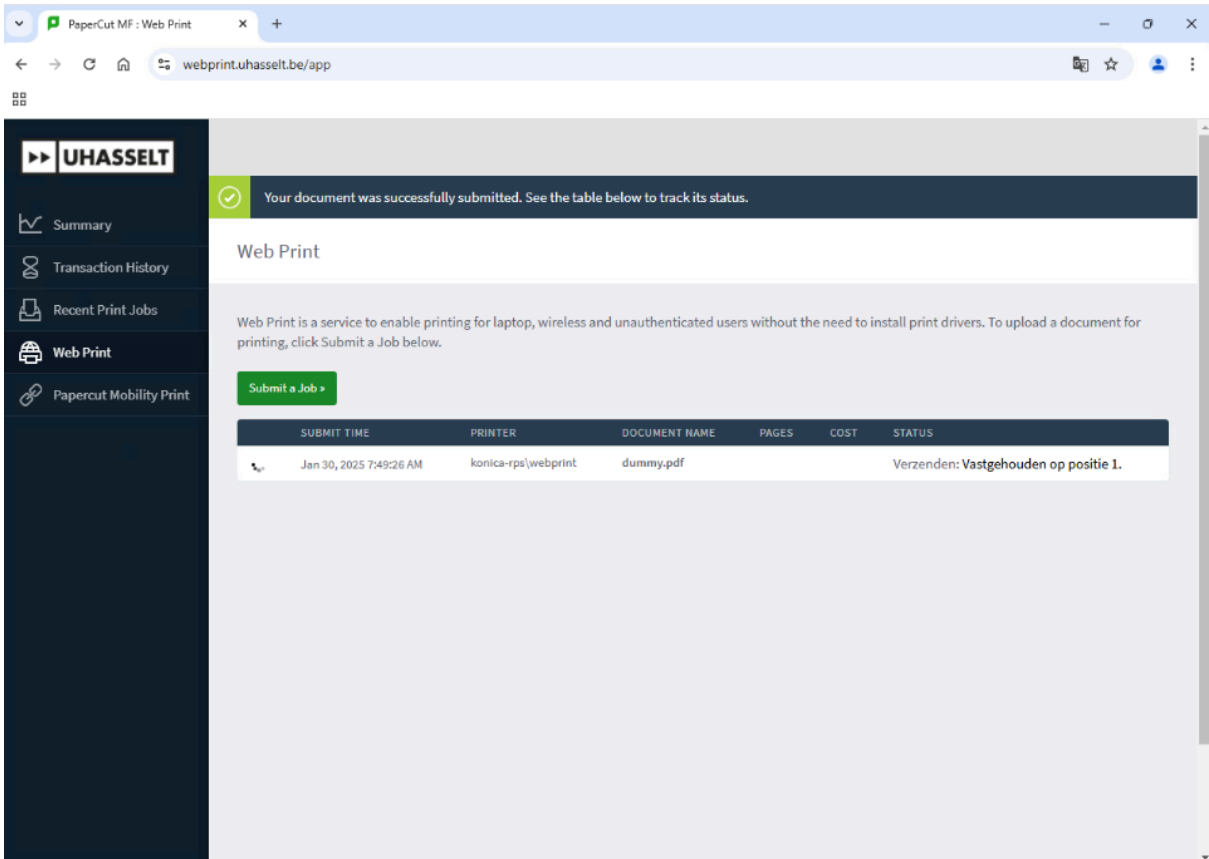




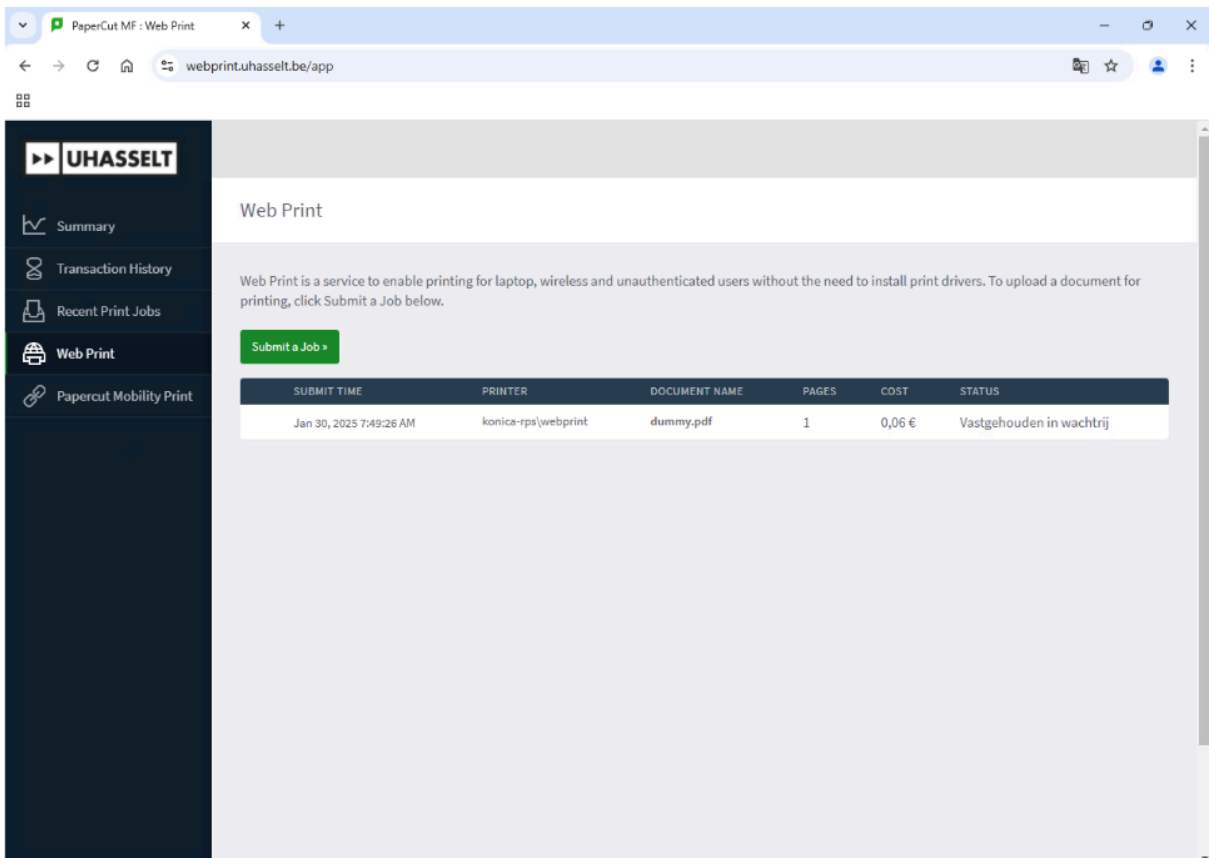
Click on “Upload & Complete >>”



Your print job will be processed

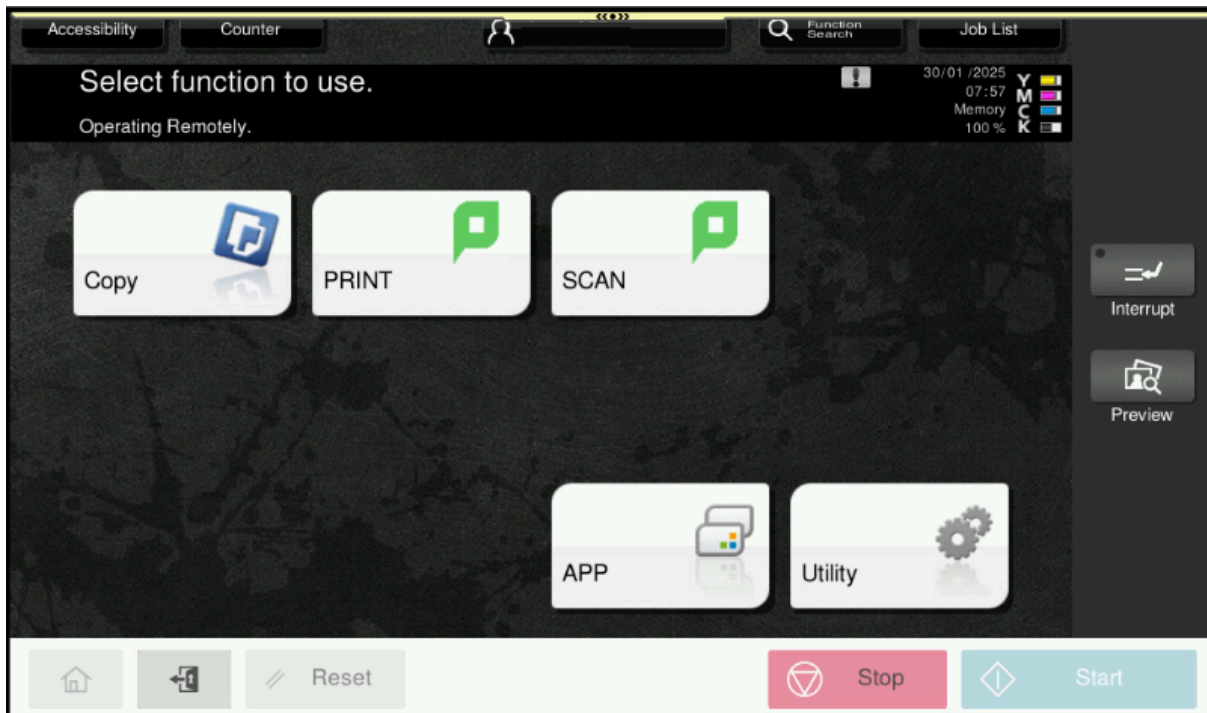


After processing the job amount can be reviewed.

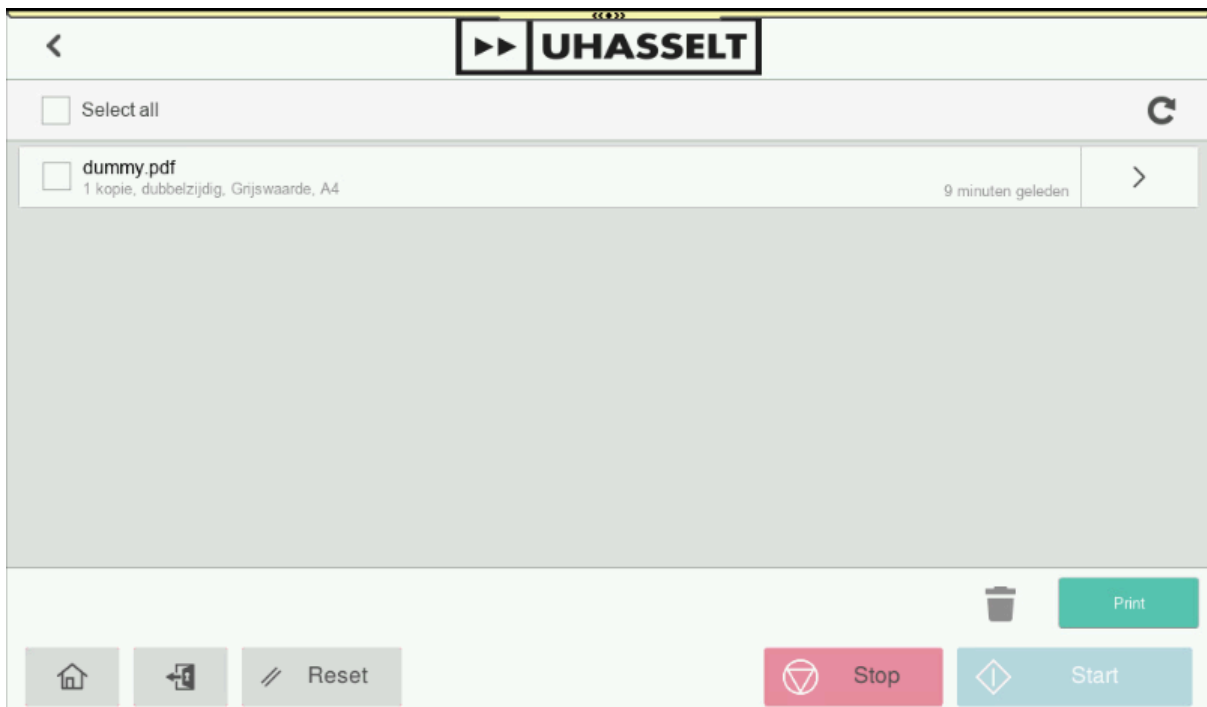


**Please keep in mind:** Do not forget to log-off the session if the browser was opened in a public area.

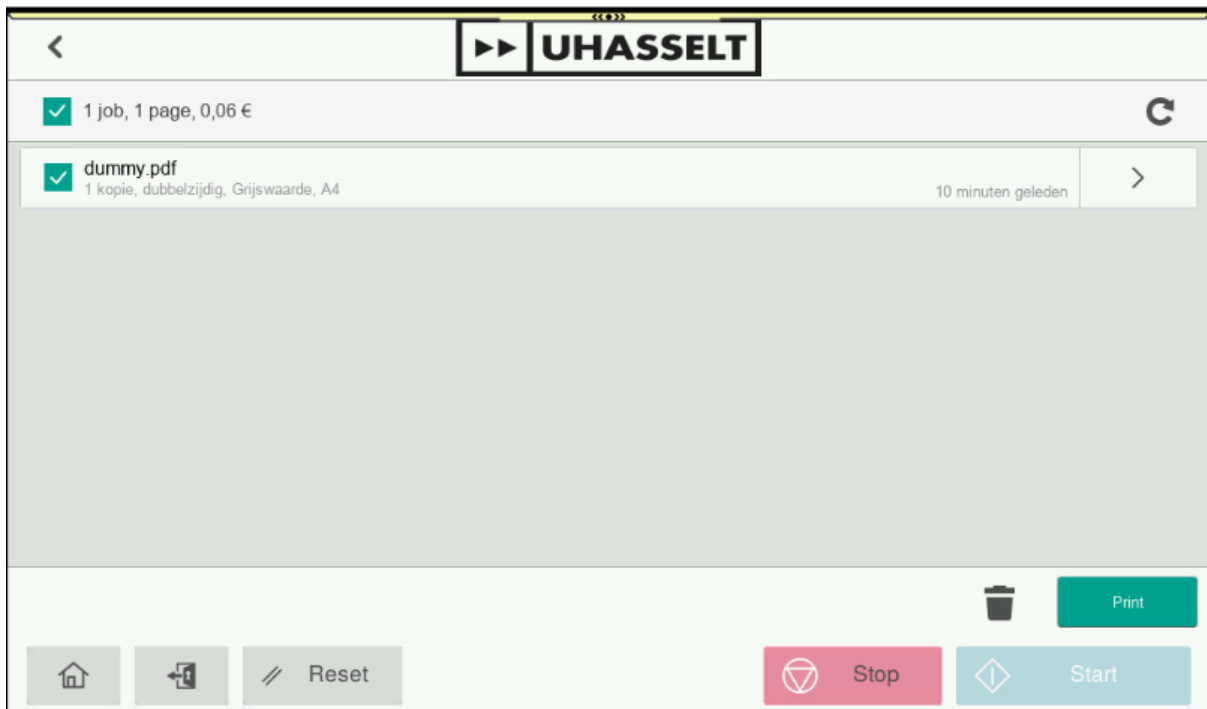
Go to one of the available Multifunctional Printer/Copiers and log on with your Staff- or Student/Guest-card.  
Click on Printen



Select the documents that need to be printed.



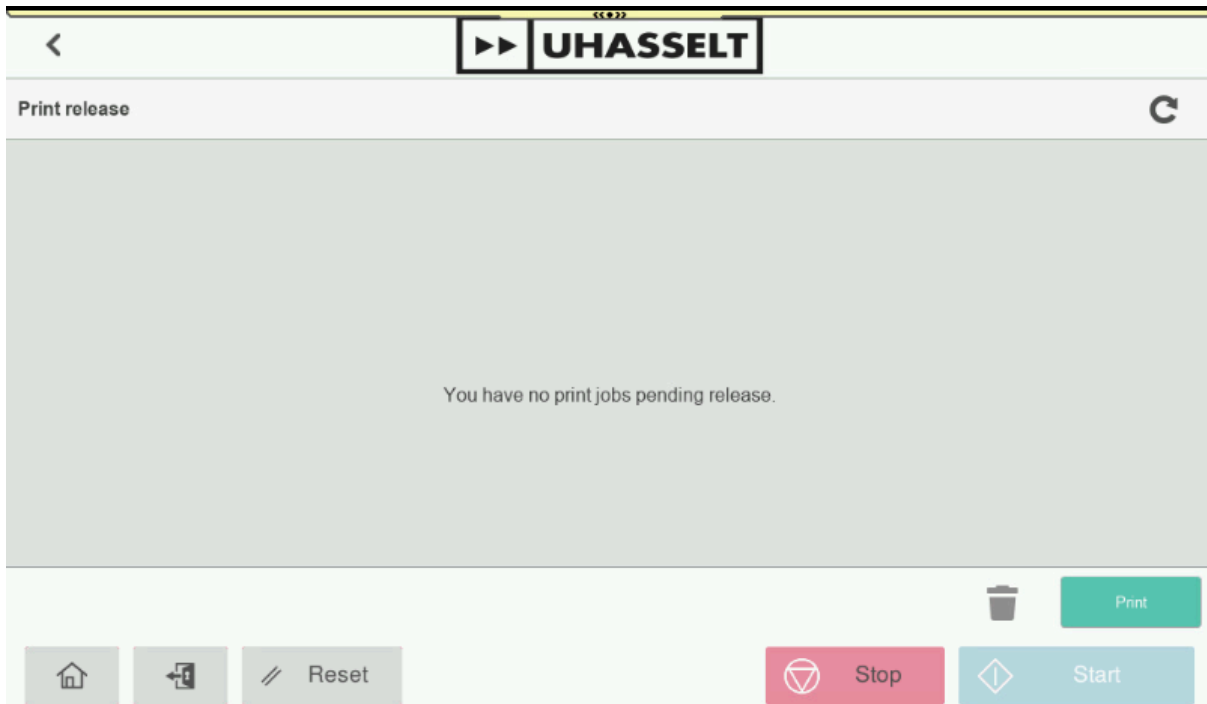




Click on print



The job will be printed



Click on the icon below to log-off.



Did you find an error in this instruction; please contact our Servicedesk. Thank you!