1) Open **Internet Explorer** and go to [https://webprint.courtauld.ac.uk/ig/secureprint](https://webprint.courtauld.ac.uk/ig/secureprint). Enter your normal Courtauld username and your current password. Then click on **Login**.

2) Choose the print options you require:

- **Copy Count** is the number of copies of the document you wish to print.
- **Paper Catalog** enables you choose the paper you wish to use: i.e. A4 or A3 (the different weights are only available if you bring your own paper, please just use 80g).
- **Duplex** allows you to print on only one side (simplex), or both sides (duplex) of a page.
- **Staple** allows you to staple your document where you choose. (Note, you must collect it from a 5000 series printer with a Staple Finisher for this to work).
- **Hole Punch** is unavailable as we do not have Hole Punch finishers.
- **Colour Print** option enables you to choose to print in Colour or Black and White.

Click on the “Browse” button, select the document you wish to print, and press “Open”. Please note that files larger than **20MB** cannot be submitted.
3) If you send to the “Automatically” or “Only Colour” print queues you will be charged colour prices for every page regardless. If you want to only pay black and white prices you must send to the “Only B/W” queue.

4) Finally, press the “Submit” button. When the success message is displayed, your print-job is now ready to be collected from any printer in the Courtauld; simply swipe your card as usual to login and see your print jobs in the queue.