1) Make sure you are connected to the internet. If you are at University, this should be through the eduroam Wi-Fi network. Open your internet browser and navigate to the following address: https://i-print.leedsbeckett.ac.uk/

2) Log in using your standard Leeds Beckett Username and Password.

3) Choose the type of document you want to print:
   i. **Word document:** Click **Browse** and choose a file to upload, click **Open**, then **Next**.
ii) **Web page:** Select the Web print tab, type or copy/paste the web address in to the Web address to print section and click **Next**.

![Web Print screenshot](image)

The document will be uploaded to the server. Once your document is processed your job status will show awaiting release.

![Status screenshot](image)

4) When your document is awaiting release you can change your print properties by clicking the **Advanced** check box. This will allow you to select how many copies you wish to print, the page range, single/double sided and black and white/colour options. **Note:** for single-sided printing choose **None**, standard double-sided choose **Long-side** and for booklets choose **Short-side**.

5) When you are happy with your selection click **SafecomPullPrinter** to send your document to your print queue. Your document is now ready to print.

When you come into University to print please bring copies of your files in case of any problems, especially if you have a deadline.

**FAQs**

For printing FAQs please see the ‘How to print’ guide.

**Further help**

Library staff are always happy to help with any queries you may have.

- **Phone Us** (0113) 812 1000 - you can also get 24/7 IT support on this number
- **Email Us or Chat with Us** - via the Library website library.leedsbeckett.ac.uk
- **Visit Us** - come to the Help and Information Points for Library account and borrower enquiries, IT support and help with research or finding information
- **Watch Us** - Leeds Beckett Library YouTube channel