iPrint – Web Print

Web Print is a wireless printing system that allows any web-enabled, mobile, portable device to print documents simply by sending an email to any printing kiosks located throughout campus.

1. Navigate to the website https://iprint.memphis.edu/

2. Log into your account.

3. You will see a screen like this one. Log into your account using your UofM credentials.
4. When you log into iPrint you will see this screen. Click **Web Print** link/section.

5. Click **Submit a Job**
6. Next, select which printer you would like to print the document. Once the printer is selected, click on the **Print Options and Account Selection** button.

7. Choose the number of copies you wish to print. **Select Upload Documents.**
8. Upload your documents by clicking Upload from Computer or by dragging the files to the Drag Files Here area. Once you have uploaded your files click Upload and Complete.

The next window you will see is a summary of print job window. Your print job should be located at the chosen printer and ready for pick up.
9. Click on the **Log Out** link to log out. Once the document finishes printing you will see this menu.

**Other Available Features**

- **To view a history your past print jobs select the Transaction History to reveal all the transactions in the past you have printed.**
- **Select Recent Print Jobs to view the recent jobs that have been printed.**
- **If your print job did not print check to see if in the Jobs Pending Release cue. To view, select Release Jobs to release jobs for printing, Cancel Jobs or Refresh View of jobs pending.**
How to Purchase Pages:

Click on the Redeem Card to redeem print card purchased at the UofM Bookstore or Bursars Office. Click on the Buy Pages link to purchase additional pages online.

To Purchase additional prints online select Buy Pages, choose the increment you wish to purchase and follow onscreen directions.