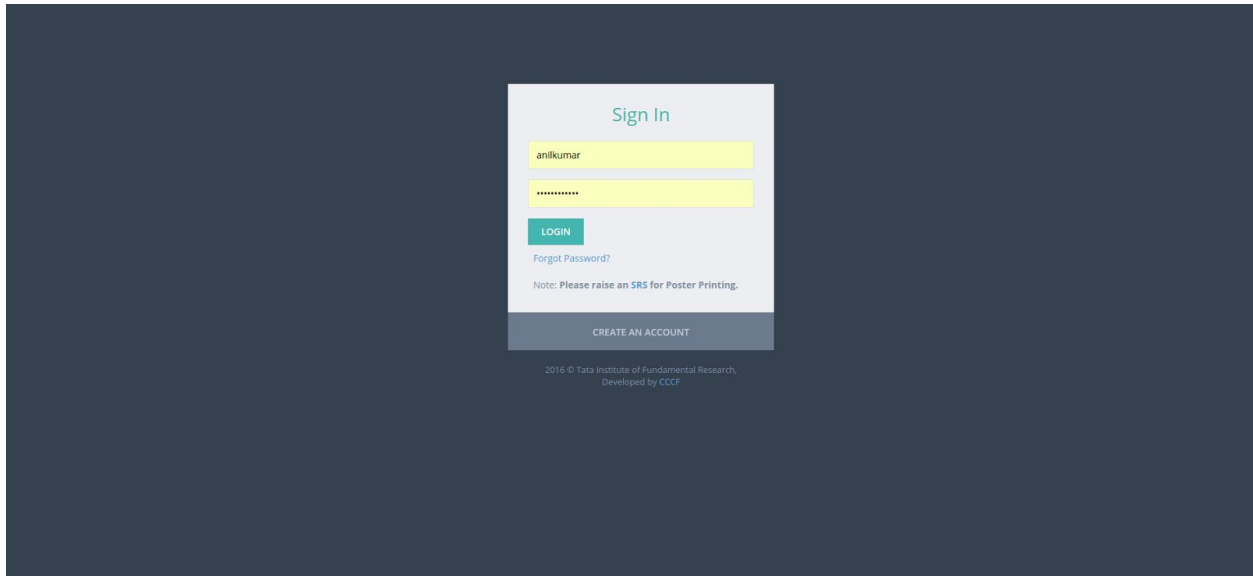


SOP: How to print documents using new print service

1. Login to <https://print.tifr.res.in/print> with LDAP/Mailhost credentials



2. Upload file at Dashboard for printing.

The screenshot shows the user dashboard. On the left is a dark sidebar with navigation icons for Dashboard, Job History, Trash, Print Queue, Manage Printer, Cups Ops, Manage Users, and Guest. The main content area is light blue and contains the following sections:

- Dashboard**: Welcome to Online printing service.
- Printing balance**: A green header section showing 'Total pages printed by me : 227' and 'Total pages balance: 3183'.
- Uploaded documents**: A red header section with instructions: '1. Upload the documents before printing Once the document has finished uploading, click PRINT button and select printing options(colour, single-sided,two-sided and pages etc). 2. Documents older than 7 days will be automatically move to Trash. 3. Contact Computer Centre for advance printing options Or printing password protected documents.' Below this is a table with columns: Sr.No., Name Of File, Uploading Time, Print, Delete, and Preview. The table contains one row: Sr.No. 1, Name Of File 'IndentTurbomole.pdf', Uploading Time '2017-10-10 12:41:37', and buttons for PRINT, DELETE, and VIEW.
- Document Uploader**: A blue header section with the text 'Upload documents for printing' and a large white box containing the text 'Click here or Drag and Drop File to Upload'.

The user's name 'Anilkumar Jayaram Naik' is visible in the top right corner.

3. Click PRINT button to print document.

Printing options ×

Printer:

Black and white
 Color

Page setup:

Two-sided
 One-sided

Some printers are unavailable due to maintenance work

Pages

ALL
 e.g. 3-5,8,11-13 *The first 2 pages will be reserved for print banner. So please count your document's page 1 as page 3 and onward.*

Paper size A4 ▼

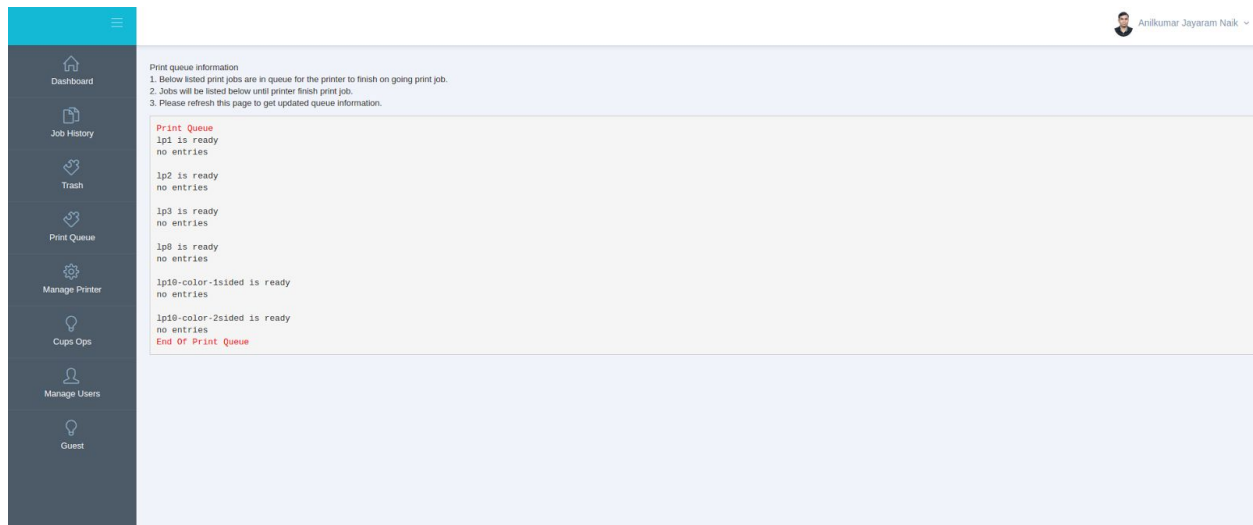
Options

Fit To Page

No. of copies 1-100

CLOSE **PRINT**

4. Check job status at print Queue. Only Printing jobs will be shown in below queue. Print completed jobs will be removed from the queue.



The screenshot displays a web application interface for managing a print queue. On the left is a dark sidebar with navigation icons for Dashboard, Job History, Trash, Print Queue, Manage Printer, Cups Ops, Manage Users, and Guest. The main content area has a light blue header with a user profile 'Anilkumar Jayaram Naik'. Below the header, the 'Print Queue' section is active, showing the following status:

Print queue information
1. Below listed print jobs are in queue for the printer to finish on going print job.
2. Jobs will be listed below until printer finish print job.
3. Please refresh this page to get updated queue information.

Print Queue
lp1 is ready
no entries
lp2 is ready
no entries
lp3 is ready
no entries
lp8 is ready
no entries
lp18-color-1sided is ready
no entries
lp18-color-2sided is ready
no entries
End Of Print Queue

5. After step no.4 is complete. Please collect your printouts from the CC.