

# Cloud-based Printing Service

## STEP 1: TO UPLOAD A FILE *(For A4 and A3 only)*

### Upload file via Web Portal

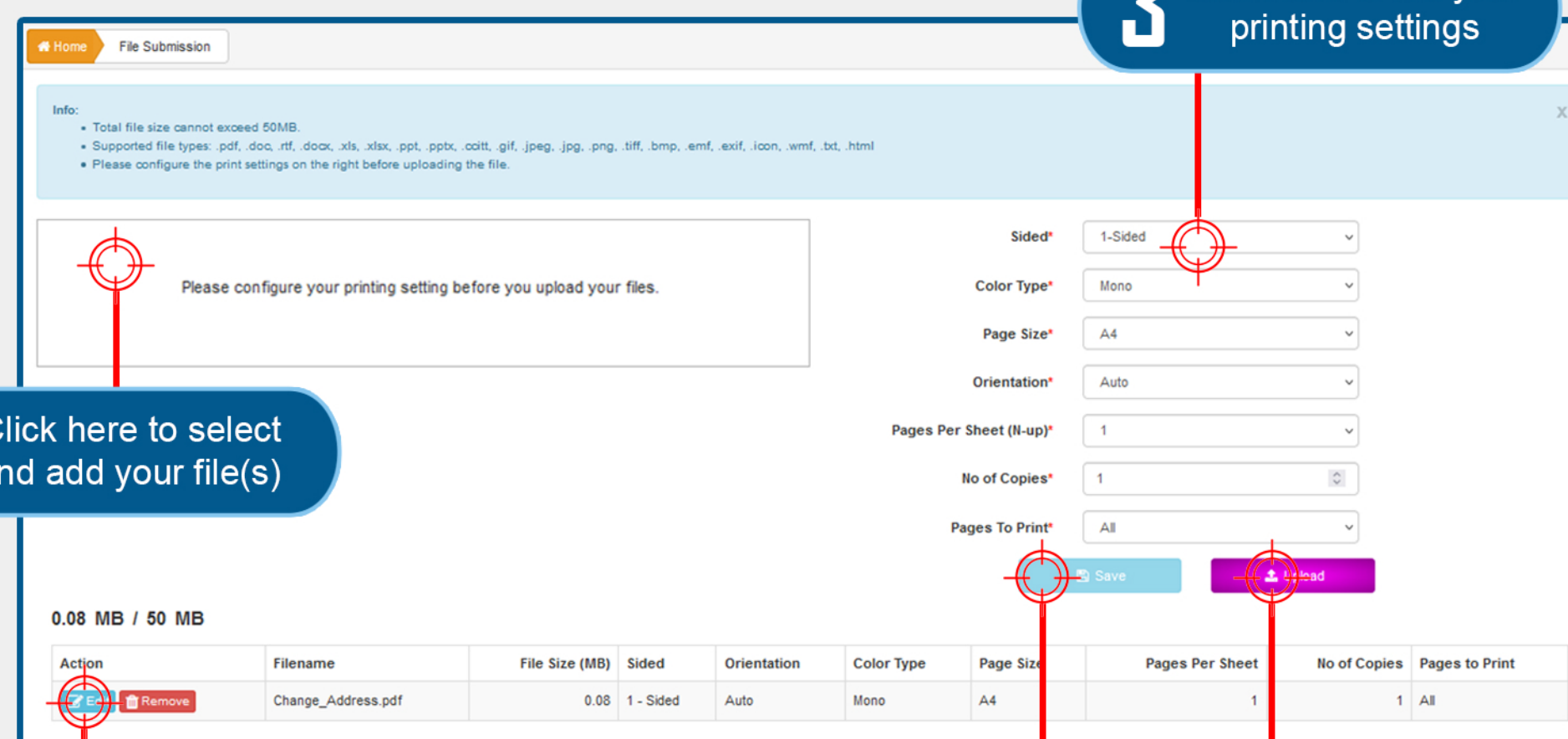
*(Maximum file size: 50MB)*

1. Access to URL <https://smu.sg/print>

Click  to access the Web Portal

2. Select your file(s) and printing settings and click the **Upload** button.

3 Click here to set your printing settings



The screenshot shows the 'File Submission' page. Callout 1 points to the 'Remove' button in the file list. Callout 2 points to the 'Print Settings' section. Callout 3 points to the 'Print Settings' dropdown menu. Callout 4 points to the 'Save' button. Callout 5 points to the 'Upload' button.

1 Click here to select and add your file(s)

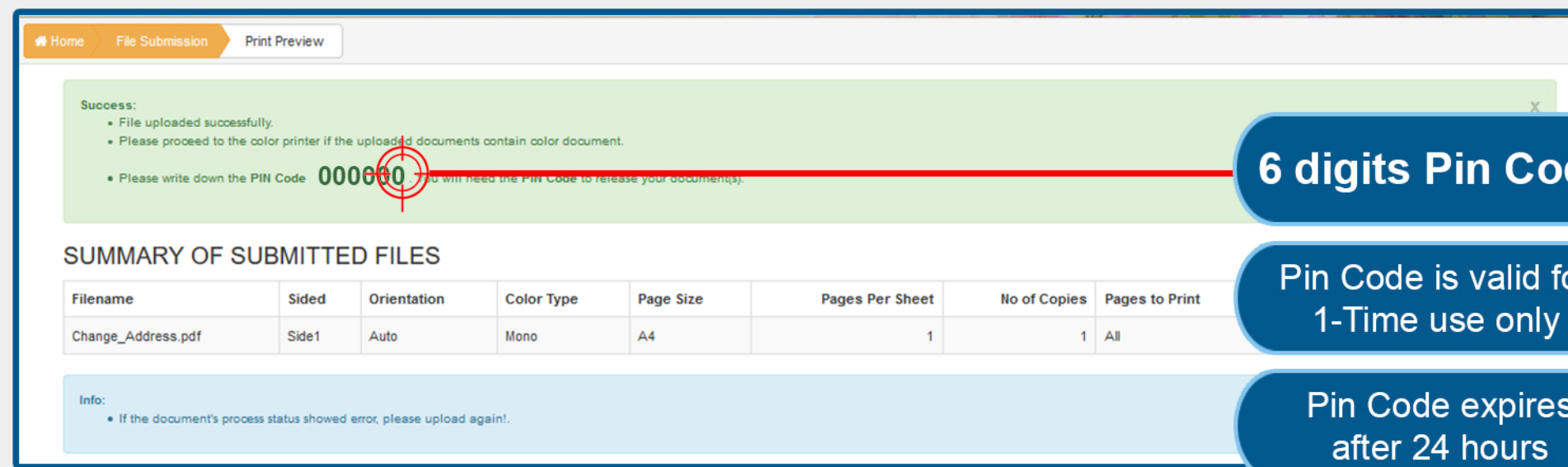
2 Click here to edit your printing settings

4 Click here to save your printing settings

5 Click here to Upload your file(s)

3. Take note of your **6 Digits Pin Code**.

A system generated 6 digits Pin Code will be provided upon successful submission.



The screenshot shows the 'Print Preview' page. A callout points to the 6-digit pin code '000000'. Below the pin code, there is a table with the following data:

Filename	Sided	Orientation	Color Type	Page Size	Pages Per Sheet	No of Copies	Pages to Print
Change_Address.pdf	Side1	Auto	Mono	A4	1	1	All

6 digits Pin Code

Pin Code is valid for 1-Time use only

Pin Code expires after 24 hours

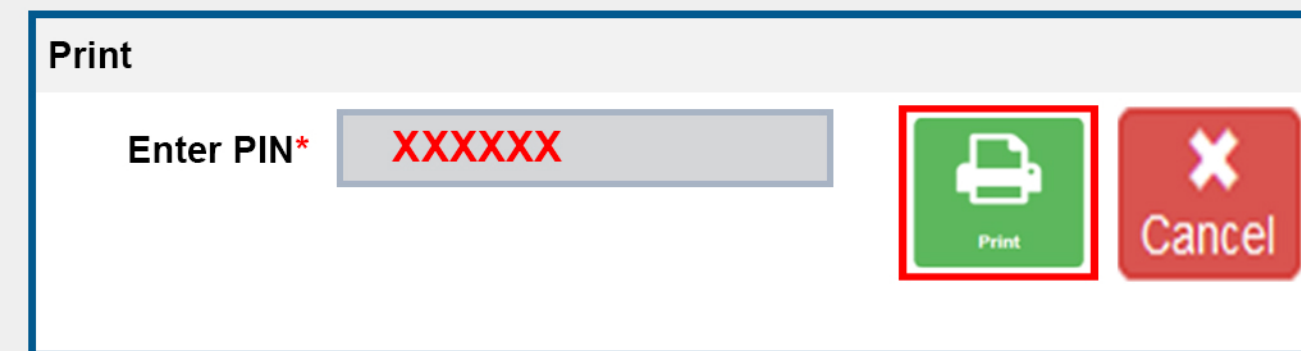
## STEP 2: TO PRINT A FILE

### Release file at the Printer

1. Choose **Print** icon on the printer screen main menu.

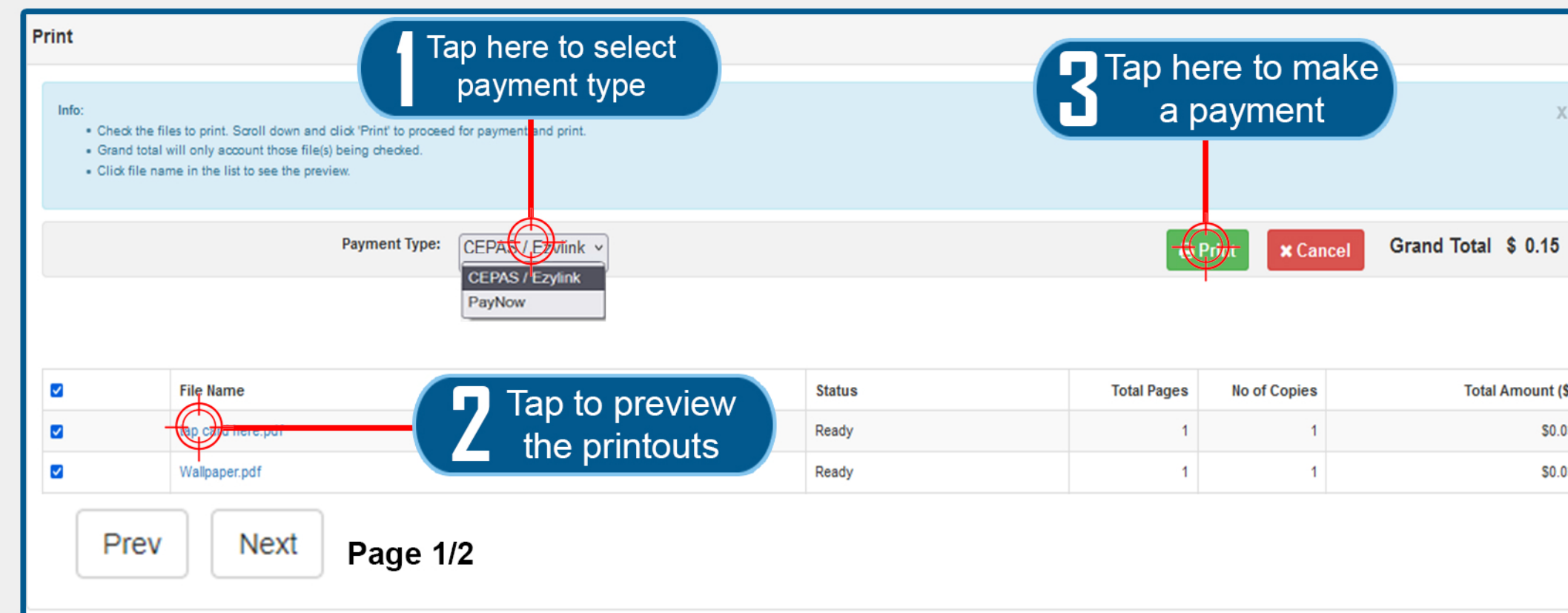


2. Enter your **6 Digits Pin Code** and tap the **Print** icon.



The image shows a printer screen with an 'Enter PIN\*' field containing 'XXXXXX' and a green 'Print' icon. A red box highlights the 'Print' icon.

3. Select the print job(s) that you want to print, select the payment type (Ez-link, PayNow) and tap the **Print** icon to make a payment.



The image shows a printer screen with a payment type selection dropdown menu and a table of print jobs. Callouts 1-3 point to the payment type selection, the print job list, and the 'Print' button respectively.

File Name	Status	Total Pages	No of Copies	Total Amount (\$)
Change_Address.pdf	Ready	1	1	\$0.03
Wallpaper.pdf	Ready	1	1	\$0.03

2 Tap to preview the printouts

4. Tap your **Ez-Link** or **NETS FlashPay** card or **Scan the QR code (PayNow)** on the payment terminal.

5. Collect your printout at the out put tray of the printer.

## NOTE

### Cost Per Page

MONO		COLOR	
A4 Paper Size	A3 Paper Size	A4 Paper Size	A3 Paper Size
\$0.04 per page	\$0.06 per page	\$0.30 per page	\$0.60 per page

### Supported File Format

File Types	Extension
PDF	pdf
Microsoft Office Excel	xls, xlsx
Microsoft Office Power Point	ppt, pptx
Microsoft Office Word	doc, docx
Image Files	jpg, png, tif, tiff, bmp, gif
Plain Text	txt

### Supported Web Browsers

Browser Name	Version (Best viewed with)
Microsoft Edge (Chromium)	Version 112.0 and above
Mozilla Firefox	Version 112.0 and above (HTML 5 Support)
Safari	Version 16.4.1 and above (HTML 5 Support)
Google Chrome	Version 113.0 and above (HTML 5 Support)
Opera	Version 98.0 and above (HTML 5 Support)

For printing inquiry, support and assistance please do not hesitate to contact us at the following contact details:



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