

What is Web upload printing?

On-demand printing is available from your own computer, tablet device, or smartphone. **Document in Microsoft Office format are converted to PDF before uploading.**

OS (Supported Japanese OS)	Windows 8.1, Windows 10 Windows 11 Pro, Pro Education Windows 11 Pro for Workstations, Enterprise, Education macOS High Sierra 10.13 or later Linux® (X Window System and FireFox® are necessary) iOS 11.1 or higher , Android® 8.1 or higher Google Chrome® OS
Supported browser	Microsoft Edge latest version , Google Chrome® latest version FireFox® Latest version , Safari latest version
Target file extension	PDF documents (.pdf) Image files (.jpg, .jpeg, .bmp, .png, .tif, .tiff, .gif) Text file (.txt)
File size that can be uploaded	up to 50MB
Print settings when uploading (Printer settings)	Color / B&W: Specifies whether to print in color or black and white. Paper Size : Specify the paper size for printing. 2-Sided : For 2-sided printing, select how to open the paper after printing. Up to 5 copies can be uploaded .

[Main precautions]

- Characters may be garbled if external fonts are included.
- If there is a problem with the file, printing will not be possible. (File damage, virus infection, file format and extension mismatch, etc.)
- Files with passwords and files with printing prohibited attributes cannot be printed.
- Borderless printing is not available.

[Notes on PDF documents]

- PDFs with passwords and PDFs with printing prohibited attributes cannot be printed.
- corresponding PDF versions are 1.3 , 1.4 , 1.5 , 1.6 and 1.7 .
- High compression PDF (clear light PDF) and PDF/A can also be printed.

[Notes on image files]

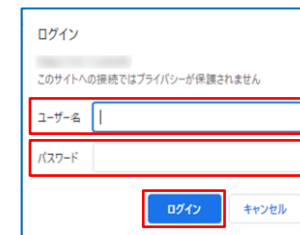
- Prints with the aspect ratio maintained.
- Borderless printing is not supported.
- BigTiff is not available.
- For multi-page Tiffs , all pages are printed.
- For animated Gif , all frames are printed.

[Notes on text files]

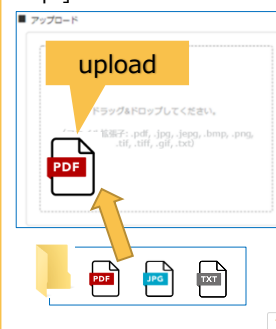
- Supported character codes are JIS (based on ISO-2022-JP), Shift-JIS (MS kanji code), Japanese EUC (AT&T code), UTF-8 and UTF-16 .
- Shift-JIS , the characters may be garbled.
- Characters other than Japanese may be garbled.
- font is printed in MS P Gothic size 10 points.
- The margin size for printing is fixed.

Web upload printing

- * If you want to upload and print from your own device, please connect to the campus Wi-Fi™ (INDIGO) before using.
- ① Open a browser app and access the following URL . Or access the QR code on the right. <https://webprint.naruto-u.ac.jp/rgate/webupload/en>
- ② Enter the [Username] and [Password] for connecting to the server, and press the [OK] or [Login] button.
 - * Enter your user ID/ password.
 - * The design and notation of the login screen will differ depending on your OS and browser.
- ③ The " Web Upload Print" screen appears.
- ④ Perform "Printer settings".
 - [Color / B&W] , [Paper Size] , [Double Sided (Binding Direction)] , and [Number of Copies (up to 5)] can be changed.
- ⑤ Upload the file you want to print.

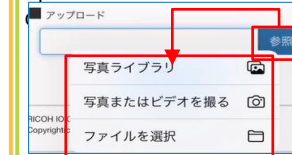
[For PC]
Select the file you want to upload and drag and drop it into the [Please drag and drop] frame.



- If you want to change the specified file, use the [] to delete it, and select the file to upload again.
- * The screen image differs depending on the type of browser you operate.

[For smartphones and tablets]

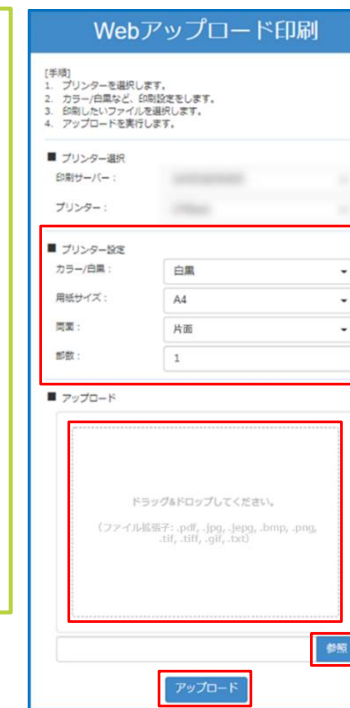
Press [Browse] button and select the file you want to upload in the file selection



- After pressing [Browse] button, you can take a photo or select a document to upload.
- The video shooting menu may be displayed, but video files cannot be uploaded because they do not support web upload printing.
- To change the specified file, press the [Browse] button again and select the file to upload again.
- * The screen image differs depending on the model of smartphone / tablet being operated.

- ⑥ Click the [Upload] button.

This completes the upload of print data.
You can log in to the multifunction device in each PC room and print.



① Hold your student ID card over to log in. (You can also log in by entering your ID/ password.)



MFP	Information on available functions
Copy	Copy within the range of the upper limit point
Scan To Media	scanned documents to your own USB memory /SD card.
Scan To folder	the scanned document to " Information Technology Center terminal home folder " .
Print on demand	Print from the PC room, authenticate with your student ID card, and output.
Web upload printing	Upload the file you want to print from your browser without using a printer driver.

(2) Select the function to use.



your user ID (student number) is displayed.

When you are finished using the service , touch [Logout]

Remaining points that are available for copying and printing will be displayed. Please refer to the table below for points consumed when copying and printing.

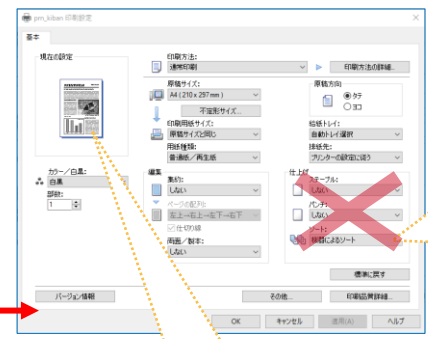
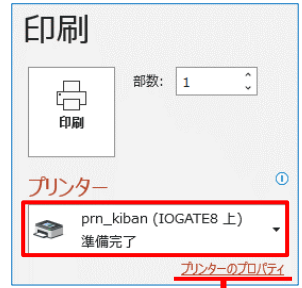
opening screen

consumption points (per side)	Copy	Print
monochrome	20 points	4 points
Color	100 points	12 points

➢ For copying / printing on both sides, the points are for two sides.

How to print from PC room

- [When printing in a PC room and Library]**
- Log-in from the computer in each PC room with your own user ID/ password.
 - When printing, select " prn_kiban (on IOGATE8)" printer.
 - Print settings can be changed by opening the Properties / Advanced screen.



[Staple] / [Punch]
 ➢ The finishing function cannot be used because the finisher option is not installed.

[Color/B&W]
 ➢ The default is [Black and White] .

Print

- After logging in to the operation panel, touch the [Print] button.
- Your own "Print Job List" that you printed in advance will be displayed.
- Touch the job to be printed from the "Print Job List" to add a check mark. Then touch "Start"
- Touch the [Confirm] button in the dialog box to confirm the printout.



When you finish using [Logout] .

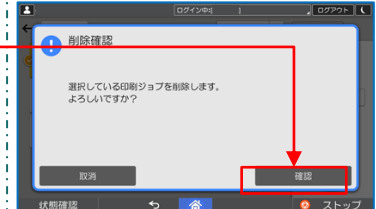
Remaining points that are available for copying and printing will be displayed.



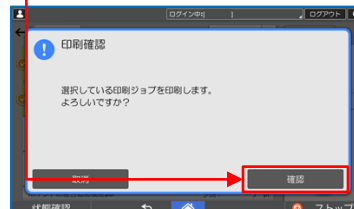
②

③

You can delete unnecessary jobs from the "Print Job List".



[Home] button: Returns to the opening screen.



④

copy

- ① After logging in to the operation panel, touch the [Copy] button.
- ② When the copy screen is displayed, set the document to be copied.
- ③ Set "Color Mode", "Magnification", "Number of Copies", "Duplex/Combine", etc.
- ④ Touch the [Start] button. Copying will start.



When you finish using, touch [Logout] .



- Place the paper(the side to be scanned is facing up and the sides can be read) to automatic document feeder (ADF)
- When placing originals on the glass, turn the paper over.

[Home] button: Returns to the opening screen.

Scan To Media



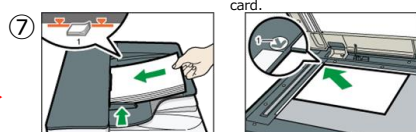
- ① After logging in to the operation panel, touch the [Scan] button.
- ② When the scanner application selection screen is displayed, touch the [Scan To Media] button.
- ③ When media print & scan screen is displayed, touch the [Scan] button.
- ④ Insert the external media into the media slot on the left side of the operation panel. Touch when the set media is displayed.
- ⑤ When the scan screen appears, touch [Select Destination] and select the file to save the scanned data.
- ⑥ Touch [Scan Settings] to configure scan settings for scanned documents.
- ⑦ Set the document to be scanned and touch the [Start] button. Scanning will begin.
- ⑧ Remove the external media after the scan is complete.



When you finish using, Touch [Logout] .

- ④
- USB memory and SD card (32GB or less) are supported.
- Operation is not guaranteed for all USB memory and SD cards.
 - If you use miniSD card or microSD card, be sure to use a conversion adapter to the SD card.

[Home] button: Returns to the opening screen.



- Place the paper(the side to be scanned is facing up and the sides can be read) to automatic document feeder (ADF)
- When placing originals on the glass, turn the paper over.



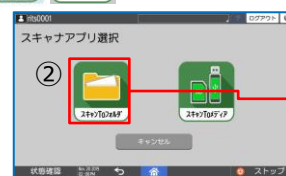
⑧ ➢ Before saving, you can check the image in " Preview "

- When removing external media, use the [Home] button or [Stop] button to select the media to remove, you can remove it safely.
- Do not remove the external media while the media access lamp is blinking. External media may be damaged.

Scan To folder

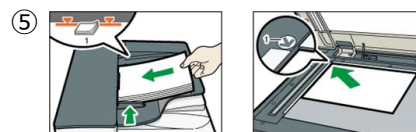


- ① After logging in to the operation panel, touch the [Scan] button.
- ② When the scanner application selection screen is displayed, touch the [Scan To Folder] button.
- ③ When the scan screen is displayed, select your own destination.
- ④ [Send Settings] to configure settings for scanning documents.
- ⑤ Set the document to be scanned and touch the [Start] button. Scanning will begin.



When you finish using, Touch [Logout] .

[Home] button: Returns to the opening screen.



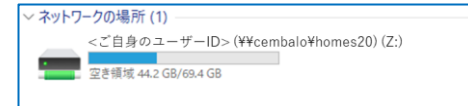
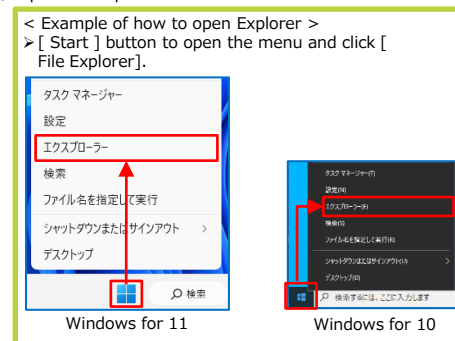
- Place the paper(the side to be scanned is facing up and the sides can be read) to automatic document feeder (ADF)
- When placing originals on the glass, turn the paper over.

➢ Before saving, you can check the image in " Preview " .

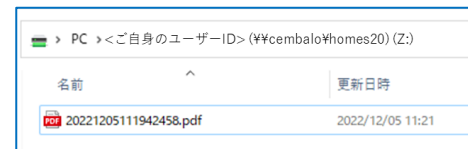


How to check scanned documents (Scan To folder)

- ① Log-in from the computer in each PC room with your own user ID/ password.
- ② Open File Explorer.
- ③ Click " PC " and open " Information Technology Center terminal home folder (Z drive) " .



- ④ Your own scan data is saved, so please check it.
 - * The file name of the scan data is " (17 digits).pdf " . (Year, month, day, hour, minute, second, milliseconds of when the scan was performed)
 - * The scan data storage period is "24 hours" . Please note that it will be automatically deleted after 24hours.



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