

Cloud-based Printing Service

STEP 1: TO UPLOAD A FILE

(For A4 and A3 only)

Upload file via Web Portal

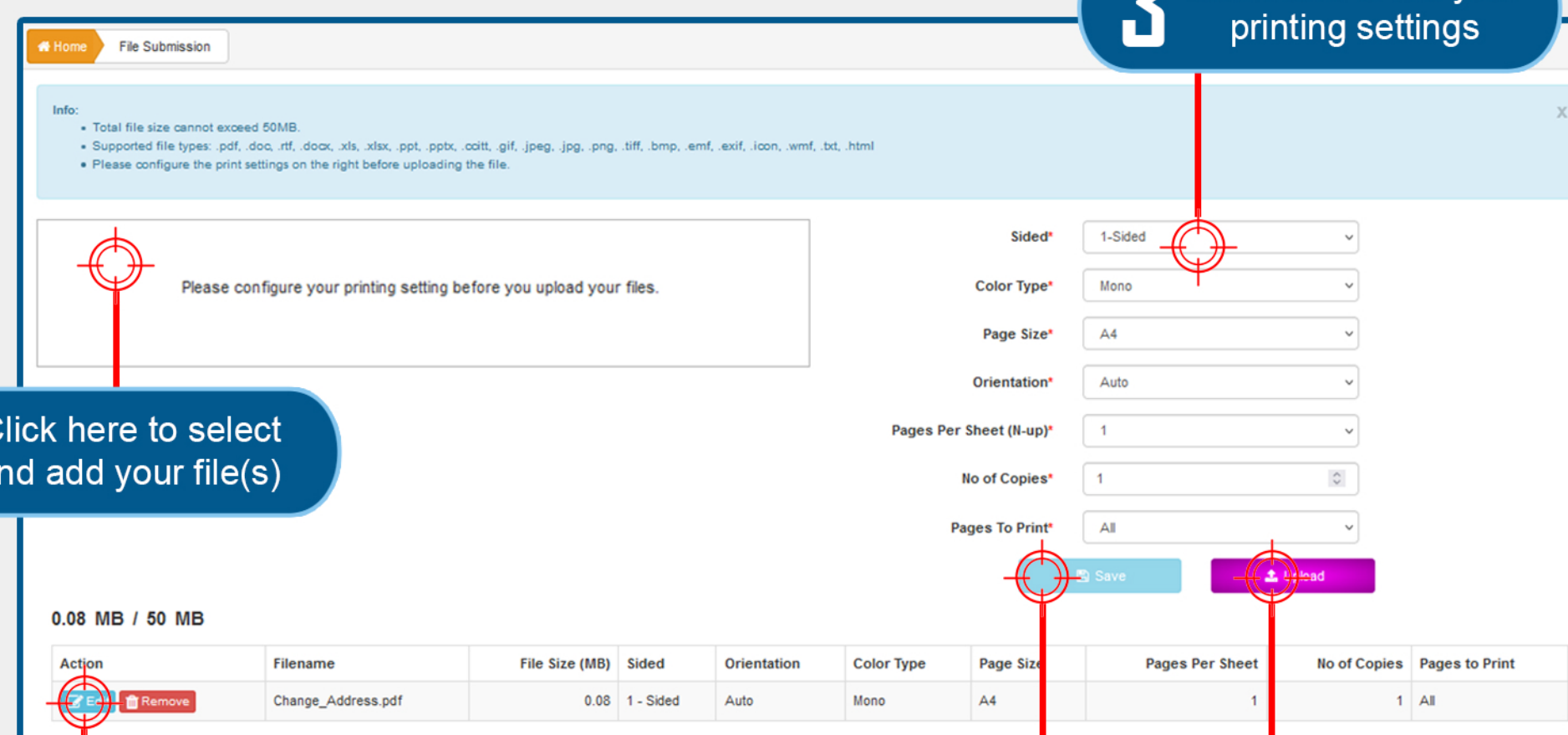
(Maximum file size: 50MB)

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



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

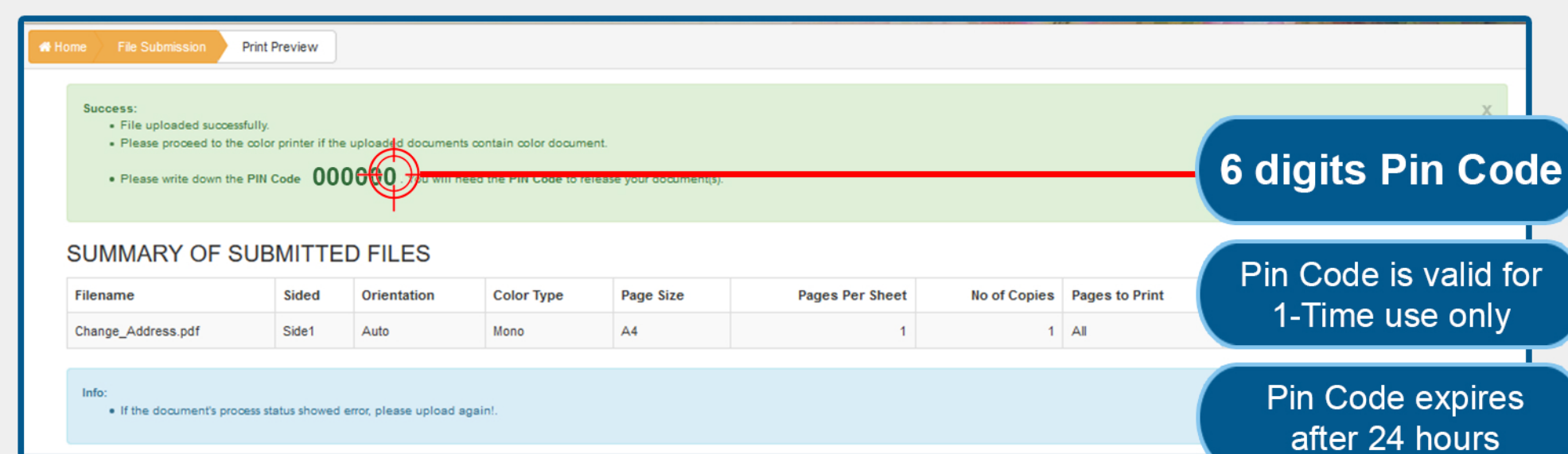
2 Click here to edit your printing settings

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.



6 digits Pin Code

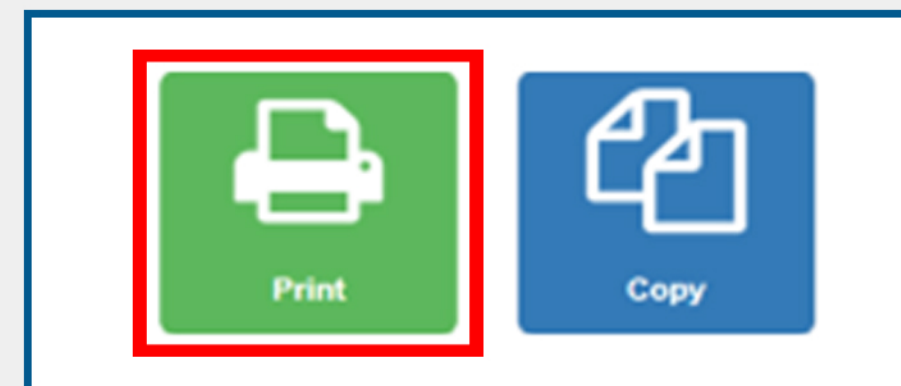
Pin Code is valid for 1-Time use only

Pin Code expires after 24 hours

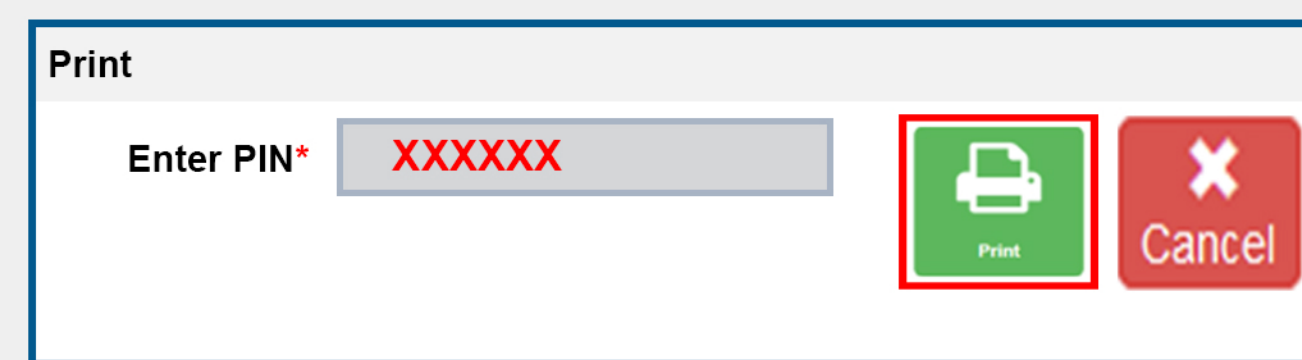
STEP 2: TO PRINT A FILE

Release file at the Printer

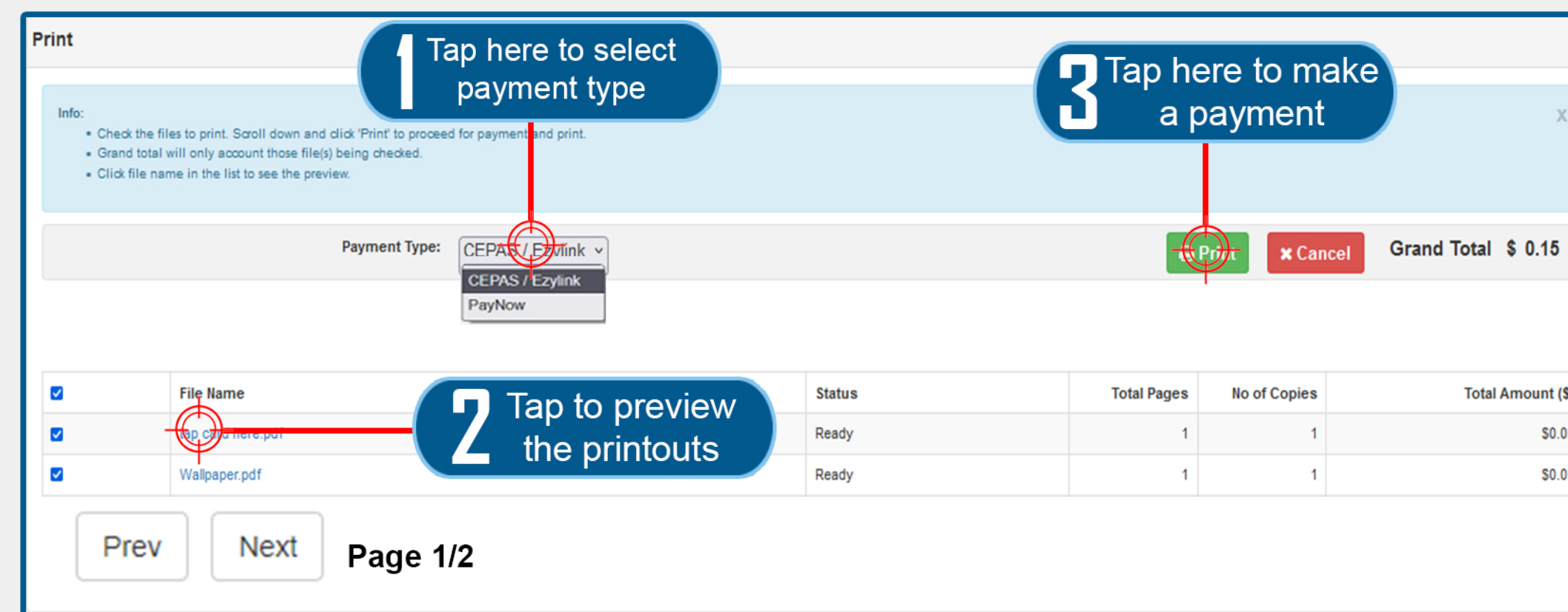
1. Choose **Print** icon on the printer screen main menu.



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



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.



1 Tap here to select payment type

2 Tap to preview the printouts

3 Tap here to make a payment

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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helpdesk@smu.edu.sg