

# Printing documents from your own device

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## Introduction

To be able to print easily from your own laptop, smartphone or tablet to the WUR-printer the service PrintMyDoc has been set up. This instruction will explain what actions are necessary to enable the use of this service.

## Requirements


- An active internet connection
- A WURnet-account, this is your employee or student username with associated password.
- A WUR-card
- An account created via <https://wageningenur.printmydoc.nl/login.aspx>.

## Guide

### Step 1 - Create an account on PrintMyDoc:

- Go to <https://wageningenur.printmydoc.nl/login.aspx> and create an account by pressing “Is it your first time here? Register now!”
- For signing up use your WUR e-mail address and create a password (this is not the password for your WURnet-account and you have to register with your WUR-account).
- Press “I agree with terms and conditions”

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 SIGN UP

servicedesk.it@wur.nl

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[I agree with terms and conditions](#)

Sign up

Registration is required if you intend to use our service having the best experience while printing your documents. After you completed your registration, you will gain access to our service having the possibility to upload your documents.

Please fill in your email address and choose a password for your new account. Make sure that your password is strong enough.

- You will receive an e-mail from [noreply@printmydoc.nl](mailto:noreply@printmydoc.nl) with the request to confirm your account by pressing the link in the email.
- After you have confirmed your account you can login on this page: <https://wageningenur.printmydoc.nl/login.aspx>.

## Step 2 - Upload a document


- Log in on the website <https://wageningenur.printmydoc.nl/login.aspx>.
- Press “Choose file” to select the file you want to send to the WUR-printer
- The file will be uploaded.
- Additionally you can select several options, color or black/white, duplex printing (print on both sides), collate and the amount of copies.
- Press “Finish!” to send it to the WUR-printer queue.
- Now you can go to a WUR-printer and print your document.

## Alternative method - E-mail the document

- Log in on the website <https://wageningenur.printmydoc.nl/login.aspx>.
- Select the option “Email Upload”
- Click on “Activate”

You are logged in. [Back](#)

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## Email Upload

Can't upload your documents directly? Send us an email with your documents to [wageningenur@printmydoc.nl](mailto:wageningenur@printmydoc.nl)! After we have received an email, we will display containing documents below. Select the documents you want to add to the main selection.

You can also send your print jobs directly to the printer terminals without confirming your jobs on this website. Click on [Activate](#) to activate direct email printing. If you do so, this action will have the following impacts:

- Print jobs emailed to the given email address won't reach this website anymore
- You don't need to login and confirm print jobs on this website when sending them via email
- If you are an anonymous user, you will get a confirmation emailed to your address containing a related Print Code, needed to release your print jobs on the printer terminals; This email might be blocked by spam filters
- You can't change print properties of the print jobs you have emailed using this website
- You have to select the correct print jobs on the printer terminals to prevent printing unwanted contents which might have been appended to your email by your email provider or email application

You can deactivate direct email printing at any time if you want to return to normal behavior!

Add selectedRemove selected

- Now you can send your files to the WURprinter by sending them as an attachment to [wageningenur@printmydoc.nl](mailto:wageningenur@printmydoc.nl).

**Be aware:** The e-mail itself, as well as the attachment, will be placed in the queue and by default the print will be in color, unless the document does not contain any colors.