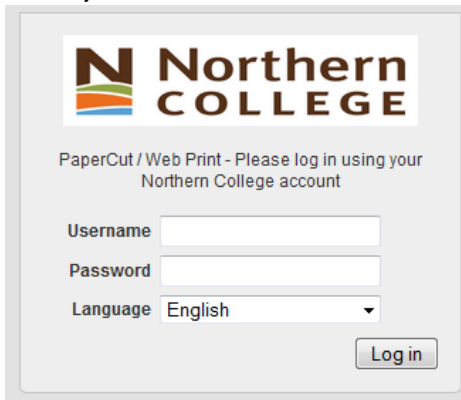


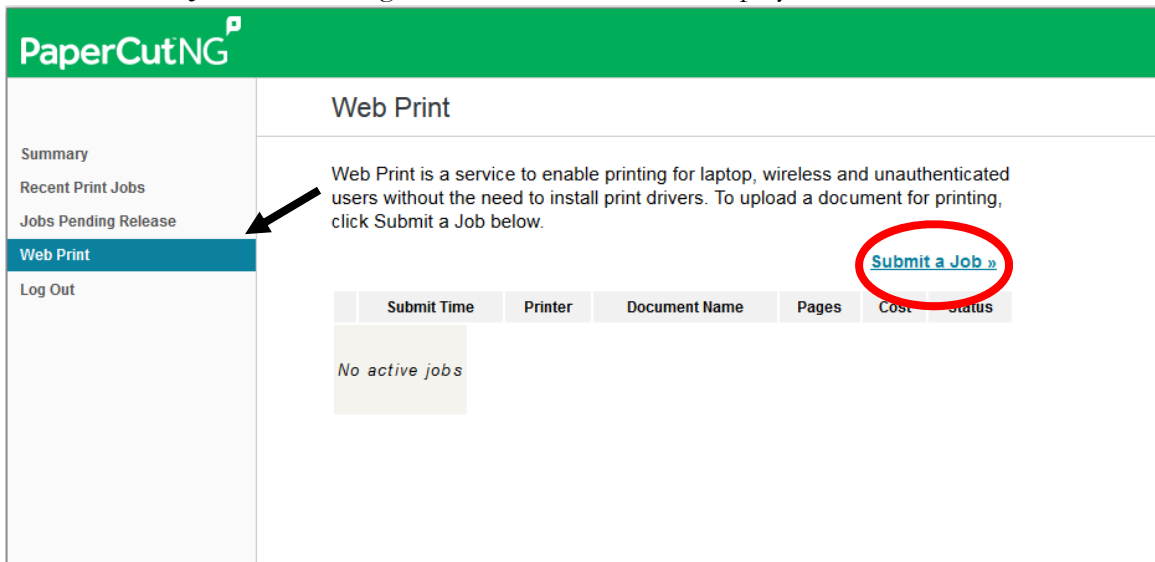
How to Print Using Web Print

The Web Print is a service to have alternative methods for students to print to the Library Printers.

1. In your web browser's address bar, type **webprint.northern.on.ca**
2. Enter your **Blackboard** credentials to access Paper Cut/Web Print.



3. Once in Paper Cut NC, select **Web Print** located on the left of the screen.
4. Select **Submit Job** from the right-hand side of the table displayed.



5. Select the **Porcupine Campus**; your printing will be sent to the **Library**.
6. Step 1: Select one of the Library Printers; **Porcupine LRC Printer1** or **Porcupine LRC Printer2**.
7. Step 2: Options, Select how many **Copies** you would like.
8. Step 3: Upload, select the **Upload from Computer** or drag your document/s to the box provided. The documents you have selected will show in the “**Selection Documents to Upload and Print**” (gray box)
9. You can now print by selecting “**Upload & Complete**” located in the bottom right-hand side.