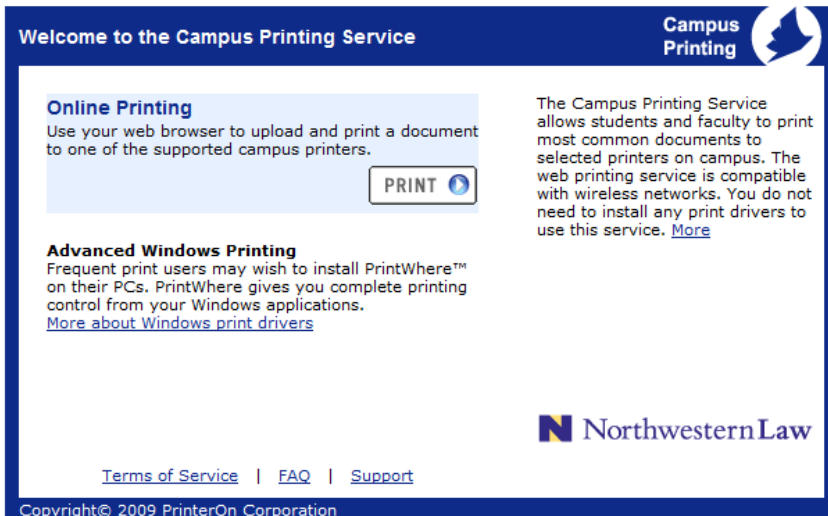


# How to Print to the Library Printers (Laptop or Home)

For Windows and Macintosh



Welcome to the Campus Printing Service

**Online Printing**  
Use your web browser to upload and print a document to one of the supported campus printers.

**PRINT**

**Advanced Windows Printing**  
Frequent print users may wish to install PrintWhere™ on their PCs. PrintWhere gives you complete printing control from your Windows applications. [More about Windows print drivers](#)

The Campus Printing Service allows students and faculty to print most common documents to selected printers on campus. The web printing service is compatible with wireless networks. You do not need to install any print drivers to use this service. [More](#)

Northwestern Law

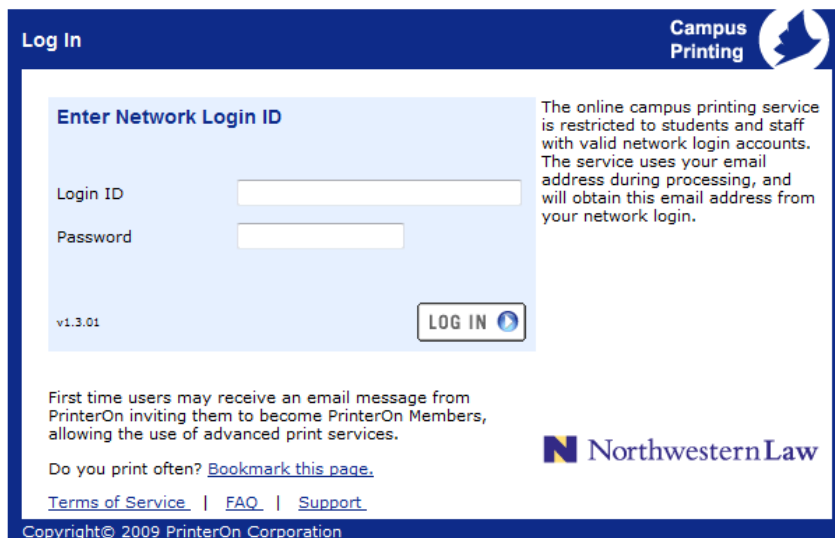
[Terms of Service](#) | [FAQ](#) | [Support](#)

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In a web browser, navigate to the NU Law Webprint site:

<http://webprint.law.northwestern.edu>

Here, click on the **Print** button.



Log In

**Enter Network Login ID**

Login ID

Password

v1.3.01

**LOG IN**

The online campus printing service is restricted to students and staff with valid network login accounts. The service uses your email address during processing, and will obtain this email address from your network login.

First time users may receive an email message from PrinterOn inviting them to become PrinterOn Members, allowing the use of advanced print services.

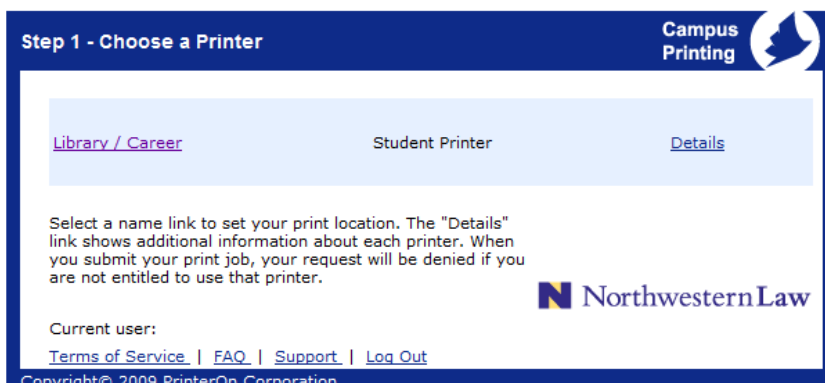
Do you print often? [Bookmark this page.](#)

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Here, login with **your netID** and **netID password**. Then, click **Log In**.



Step 1 - Choose a Printer

**Library / Career**      Student Printer      [Details](#)


Select a name link to set your print location. The "Details" link shows additional information about each printer. When you submit your print job, your request will be denied if you are not entitled to use that printer.

Current user:

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Select your printer by clicking on **Library/Career**.

**Step 2 - Document Information** Campus Printing 

**Select your document and options**

Document   Press browse to find a file on your disk or enter the URL of a web page in the appropriate box.


or  
Web Page

Copies  Default is 1 copy, maximum 10

Page range  Default is all pages. Enter a range in the format (x-y) e.g. 3-3 or 5-8

Be sure to review the [tips and hints](#) if you have questions about printing web pages, email and email attachments.

Selected printer: Library / Career  
Current user:

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Here, select your document to print by clicking on the **Browse** button, or enter the website you wish to print in the **Web Page** field below it.

Set a specific number of copies (**the default number is 1**), or a specific page range, and click **Submit** to send the document to the print server.

You can print a **maximum of 10 copies**.

- ❖ Jobs can be released at one of 5 print release stations around the Law School. You can see what jobs you have waiting to be printed by logging into the print release station with **your netID and netID password**, selecting the job, and then clicking **Print**.
- ❖ You can also print from the workstations in the Main Computer Lab. Before printing, just make sure that **Library-Printers** is selected as the printer before sending your document.
- ❖ **Each semester, you are given 100 free pages of printing.**
- ❖ In order to print after your free prints have been used, **you will need to transfer funds onto your WildCard or a Cash Card**. This can be done **in the copy rooms at the Library, or in the Main Computer Lab**.
- ❖ To print using your WildCard/Cash Card, insert it into the card reader at the print release station, enter **your netID and netID password**, select the job you wish to print, and click **Print**. Your card will be charged, and then ejected.
- ❖ This system **cannot** print e-mails or secure websites, and **should not** be used to print any confirmation messages. Should you need to print any of this material, please do so from computer lab(s).