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## How to use Web Print

IT FAQs - 2021-05-03 - [Using campus computers & printers](#)

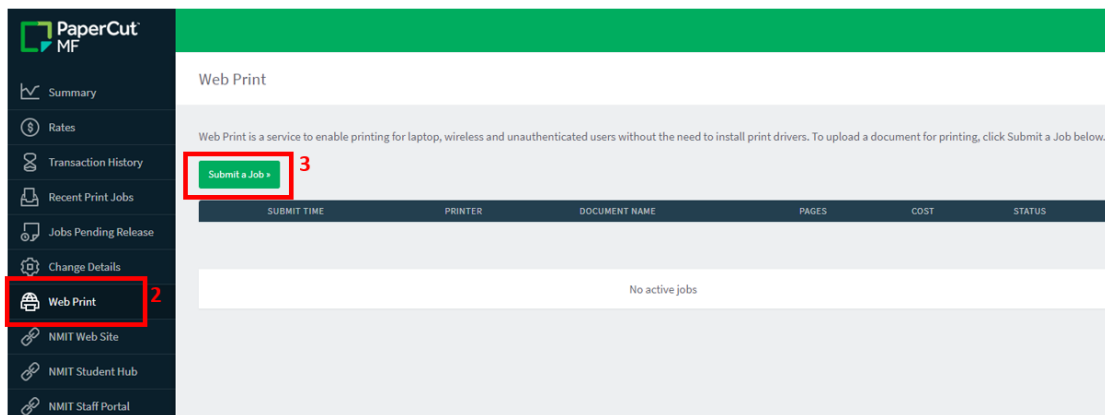
## How to use Web Print

1. Use your personal device (laptop) for login to [NMIT Moodle](#) and click on the icon below

Student Tools



2. Go to Web Print tab on the left hand side then click on Submit a Job



3. Select the printer you want and click Print Options and Account Selection (make sure you picking the correct printer)

Select a printer:

🔍 ➤

PRINTER NAME ↑	LOCATION/DEPARTMENT
<input checked="" type="radio"/> pprint01\Marl A2 Library B&W <span style="color: red; font-weight: bold;">4</span>	Marlborough Library
<input type="radio"/> pprint01\Marl A2 Library Colour	Marlborough Library
<input type="radio"/> pprint01\Nelson A142 ITCS	Nelson A142
<input type="radio"/> pprint01\Nelson A218 Anteroom B&W	Nelson A218 Anteroom
<input type="radio"/> pprint01\Nelson A218 Anteroom Colour	Nelson A218 Anteroom
<input type="radio"/> pprint01\Nelson B144 AppliedFitness	Nelson B144 Applied Fitness

« Back to Active Jobs **5** 2. Print Options and Account Selection »

#### 4. Enter how many copies you want and go to Upload Documents

Web Print 1. Printer  2. Options  3. Upload

Options Copies


1


« 1. Printer Selection **6** 3. Upload Documents »

#### 5. Upload the document you want to print either drag and drop or browse to it and click on Upload & Complete

Web Print 1. Printer  2. Options  3. Upload

Upload Select documents to upload and print

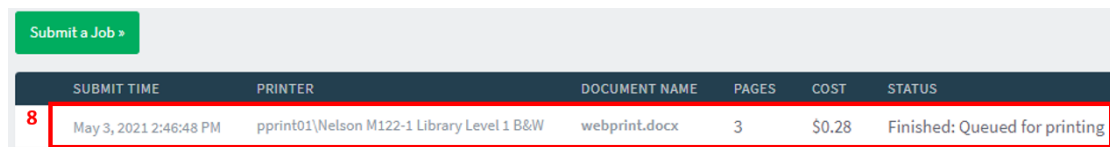
webprint.docx ✕  
  
 12.4 KIB

  
 Drag files here  
Upload from computer

The following file types are allowed: Microsoft Excel xlam, xls, xlsx, xlsm, xlsx, xltm, xltx Microsoft PowerPoint pot, potm, pobx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, doxb, rtf, txt PDF pdf Picture Files bmp, dib, gif, jif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps

« 2. Print Options **7** Upload & Complete »

6. You would see the job status here. Please go and pick up the print job



The screenshot shows a print job status table. At the top left, there is a green button labeled "Submit a Job >". Below it is a table with a dark header and a light body. The table has six columns: SUBMIT TIME, PRINTER, DOCUMENT NAME, PAGES, COST, and STATUS. The first row of data is highlighted with a red border. The status of the job is "Finished: Queued for printing".

	SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
8	May 3, 2021 2:46:48 PM	pprint01\Nelson M122-1 Library Level 1 B&W	webprint.docx	3	\$0.28	Finished: Queued for printing

\*\*\* The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsx, xltm, xlsx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps \*\*\*