# Print Kiosks & Web Print
## Northwest University Information Services

## Part One – Upload Your Document

1. Go to **http://eagle.northwestu.edu/~print-kiosk** and then log in using your NU credentials.
   *You only need to type the first part of your e-mail address in the **Username** box (no @northwestu.edu).*

2. Click the **Web Print** link in the left column.

3. Click the **Submit a Job »** link above the table of active Web Print jobs.

4. Select **WebPrint - Grayscale** to print black & white, or **WebPrint - Color** to print in color,
   and then click the **2. Print Options and Account Selection »** button.

5. Enter the number of copies that you wish to print, and then click the **3. Upload Document »** button.

6. Use the form to upload your document, and then click the **Upload & Complete »** button.

7. Repeat steps 3-6 to upload additional documents.

8. Click the **Log Out** link at the bottom of the left column when you're finished.

*Uploaded documents will be available for **12 hours** or until you release them for printing.*

## Part Two – Print Your Document

### Print Kiosks

1. Go to a Print Kiosk and then log in to see the list of your uploaded documents.

2. Click the **Print** button for the document you wish to print, or use the **Print All** button under the list.
   *Your document will print out and then be deducted from your Student Printing Balance.*

3. Click the **Done** button at the bottom of the screen to log out when you're finished.

### Library Student Copier

1. Go to the Library Student Copier and then log in.

2. Tap the **Release Station** button on the touch panel to see the list of your uploaded documents.

3. Tap a document name to select it, or use the **Select All** button under the list, and then press the blue illuminated **Start** button below the touch panel.
   *Your document will print out and then be deducted from your Student Printing Balance.*

4. Press the **Access** button to the right of the touch panel to log out of the machine when you're finished.

## Student Printing Balance

Be sure your Student Printing Balance is sufficient to print your documents!  Add pages to your balance and view your printing history on Eagle:  **http://eagle.northwestu.edu/my-printing/**

## Print Kiosk Locations

There are five Print Kiosk Release Stations on campus:

➢ **Gray-Beatty Lounge –** *Beatty Kiosk Laser*
➢ **Perks Lounge –** *Perks Lounge Laser*
➢ **Health and Sciences Center –** *HSC Kiosk Laser*
➢ **Pecota Student Center –** *Pecota Kiosk Laser*
➢ **Hurst Library –** *Library Student Copier*

## Questions or Problems?

Please contact Information Services – **help@northwestu.edu** – with any questions or problems relating to printing on campus.