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

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<tr>
<th>Print Kiosks</th>
<th>Library Student Copier</th>
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<tbody>
<tr>
<td>1. Go to a Print Kiosk and then log in to see the list of your uploaded documents.</td>
<td>1. Go to the Library Student Copier and then log in.</td>
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<tr>
<td>2. Click the Print button for the document you wish to print, or use the Print All button under the list.</td>
<td>2. Tap the Release Station button on the touch panel to see the list of your uploaded documents.</td>
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<tr>
<td>Your document will print out and then be deducted from your Student Printing Balance.</td>
<td>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.</td>
</tr>
<tr>
<td>3. Click the Done button at the bottom of the screen to log out when you’re finished.</td>
<td>4. Press the Access button to the right of the touch panel to log out of the machine when you’re finished.</td>
</tr>
</tbody>
</table>

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.