



Instructions for Using Web Print

1. Point your web browser to <http://nazprint.naz.edu>
Login to the NazPrint site with your MyNaz username and password.
2. Click on “**Web Print**” located in the menu on the left.

Nazareth COLLEGE

PRINT ACCOUNTING

- SUMMARY
- TRANSACTION HISTORY
- RECENT PRINT JOBS
- JOBS PENDING RELEASE
- WEB PRINT**
- LOG OUT

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.
Note: The cost shown on the final page is the cost to the college. No fees are collected for printing at this time.

[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
No active jobs					

3. Locate and select the nearest available printer from the list. Then click on “**Print Options and Account Selection**” **Note:** Not all campus printers are Web Print enabled.

Nazareth COLLEGE

PRINT ACCOUNTING

- SUMMARY
- TRANSACTION HISTORY
- RECENT PRINT JOBS
- JOBS PENDING RELEASE
- WEB PRINT**
- LOG OUT

Web Print

1. Printer | **2. Options** | **3. Upload**

Select a printer:

Quick Find: [Find Printer](#)

Printer Name ▲	Location/Department
<input type="radio"/> naz-ps2\24HR_425	Smyth Hall 24 Hour Lab
<input type="radio"/> naz-ps2\CTC_Lab	CTC Lab
<input type="radio"/> naz-ps2\ITS e-STUDIO	S-60
<input type="radio"/> naz-ps2\Lib122	Library 122
<input type="radio"/> naz-ps2\PH-201	PH-201
<input type="radio"/> naz-ps2\PH-311	PH-311
<input type="radio"/> naz-ps2\PH-329	PH-329
<input type="radio"/> naz-ps2\PH-CR103	PH-CR103
<input type="radio"/> naz-ps2\PH-SA101	PH-SA101
<input type="radio"/> naz-ps2\PH-SA237	PH-SA237

[« Back to Active Jobs](#) [2. Print Options and Account Selection »](#)

4. Under **Options**, choose the number of copies you wish to print. Please remember that you can only print 20 copies at a time.

The screenshot shows the 'Web Print' interface. On the left is a dark blue sidebar with the following links: PRINT ACCOUNTING, SUMMARY, TRANSACTION HISTORY, RECENT PRINT JOBS, JOBS PENDING RELEASE, WEB PRINT, and LOG OUT. The main area has a title 'Web Print' and a progress bar with three steps: '1. Printer', '2. Options' (which is highlighted), and '3. Upload'. Below the progress bar, the 'Options' section contains a label 'Options' and a text input field for 'Copies:' with the number '1' entered. At the bottom of the main area, there are two buttons: '« 1. Printer Selection' on the left and '3. Upload Document »' on the right.

5. Now, click Browse and locate the document on your computer that you wish to upload and print. Please note the types of file formats that are allowed. When you are ready, click “**Upload and Complete**”. The system will take a few seconds to process your print job.

The screenshot shows the 'Web Print' interface at the 'Upload' step. The sidebar is the same as in the previous screenshot. The progress bar now highlights '3. Upload'. The main area has a title 'Web Print' and a section titled 'Select a document to upload and print' which includes a text input field and a 'Browse...' button. Below this, it says 'The following file formats are allowed:' followed by a table. At the bottom, there are two buttons: '« 2. Print Options' on the left and 'Upload & Complete »' on the right.

Application / File Type	File Extension(s)
Microsoft Office Excel	xlam, xls, xlsb, xlsx, xltm, xltx
Microsoft Office PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Office Word	doc, docm, docx, dot, dotm, dotx
Microsoft XPS	xps
PDF	pdf

If you have any questions, please contact the **Technology & Media Service Desk at 389-2111**, or stop by and see us in the lower level of the Lorette Wilmot Library.