## **PaperCut Web Print Instructions**

Either .pdfs or .docs can be printed using Web Print – photos (.jpg or .png files) cannot be printed.

1) Open <u>http://ntprint1.cpl.clevnet.org:9191/user</u> in a browser and log in to PaperCut



2) If using a mobile device, click on "View in Desktop Mode" on bottom left.



## 3) Click "Submit a Job"

## Web Print

Web Print is a service to enable printing for laptop, wireless



4) Select the black-and-white or color queue.

Be sure to select the Black and White or COLOR printer with "Cleveland Public Library"

At present, 2-sided printing is not available for Web Print

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 Click "Print Options and Account Selection" Select number of copies Click "Upload Documents"

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6) Drag-and-drop the desired documents to print OR click "Upload from computer" and choose files. Either .pdfs or .docs can be printed using Web Print – photos (.jpg or .png files) cannot be printed.

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- 7) Click "Upload & Complete" Wait until the status says "Held in a queue"
- 8) Retrieve print job with library card same as if printing from a library computer.

