PaperCut Web Print Instructions

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

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

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

   Click "Web Print" on the left-hand column
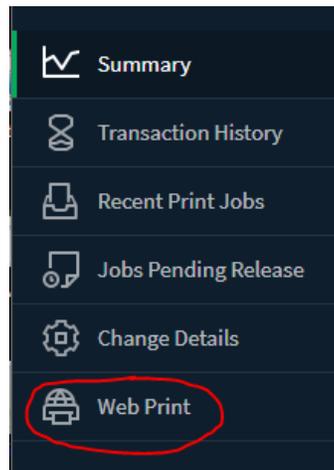
3) Click "Submit a Job"

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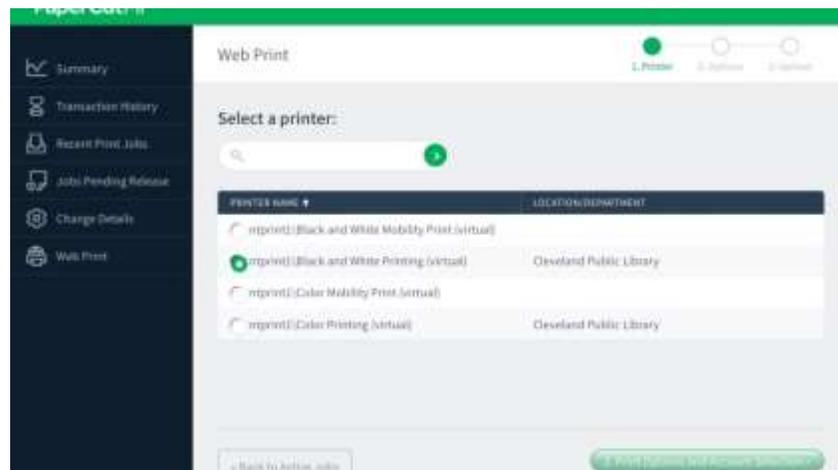
5) Click "Print Options and Account Selection"
   Select number of copies
   Click "Upload Documents"

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.

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.

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