

Printing in the Bennett Library

Any document to be printed now needs to be uploaded to a PDF format in order to print on the software that is on the printers. After uploading to a PDF it is easier to find if you save your document to the desktop of your computer.

This means that any of your users (faculty, staff or students) can login to the CCSNH Print Portal, <http://print.ccsnh.edu>, to upload their PDF or image file and send it to the virtual queue and then release it at whichever copier they wish on campus.

Below is a quick walkthrough:

1. Access the CCSNH Print Portal - <http://print.ccsnh.edu>
2. Sign in with your EasyLogin Credentials
3. Select Web Print on the left-hand side
4. Click on Submit a Job button up top
5. Select the virtual queue you'd like to print to.
 - a. NOTE - this will show all the virtual queues for all sites but it really doesn't matter which one you end up choosing as we have Find Me printing so it'll follow where you are not matter what queue. But for now might be good practice to direct your users to select the one based for your campus.
6. Select the # of copies you'd like
7. Upload the document(s) and then Upload it
8. Once that's complete, you can do up to the copier, badge or sign-in, then you'll see the available job to release
9. Also in the CCSNH Print Portal, you can view any pending jobs by selecting the Jobs Pending Release on the left hand menu as well to cancel if you need to.