DPRINT TO GET STARTED

Swipe your Concordia ID card or enter your netname and password

**COPYING**
1. Press ‘Copy’ on the touch screen
2. Select the required copying features
3. Enter copy quantity
4. Press ‘Start’

**SCANNING**
Your scan will be sent to your email address as set on your MyConcordia Portal
1. Press ‘E-Mail’ on the touch screen
2. Press ‘Start’

**COPYING**
![Copy icon]

**SCANNING**
![Email icon]

**MAIN MENU**
Press the ‘Home’ button on the right

**PRINTING**
Print/release your document by pressing the “Print” button

**WEBPRINT**
Use your web browser to upload and print a document to one of the supported campus printers
webprint.concordia.ca

**LAST STEP**
Press your netname, select and press log out

**ADD FUNDS TO YOUR ACCOUNT**

**LOADERS ON CAMPUS**
LB 119, next to the Mackay entrance (SGW)
Vanier Library, VL 101 (Loyola)

**ONLINE**
concordia.ca/print and on the student portal

**IN STORE**
At the Print Store LB-115