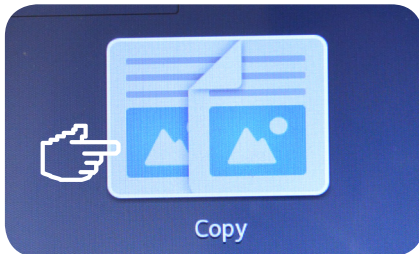


DPRINT TO GET STARTED

Swipe your Concordia ID card or enter your netname and password

COPYING

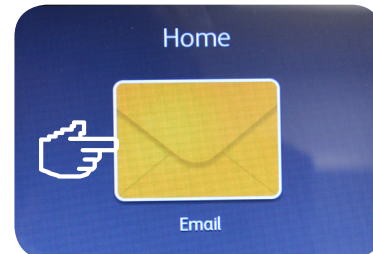
1. Press 'Copy' on the touch screen
2. Select the required copying features
3. Enter copy quantity
4. Press 'Start'



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'



Document feeder option



Load the documents face up

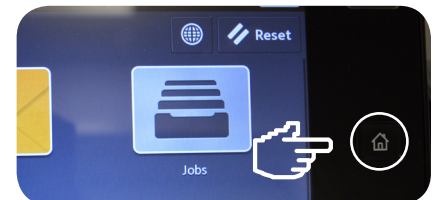
OR

Document glass option



Place document face down on the glass, left corner arrow

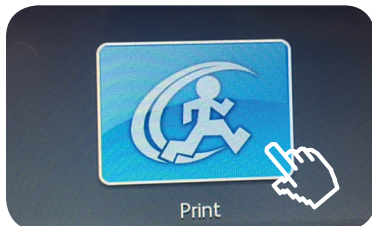
MAIN MENU



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