

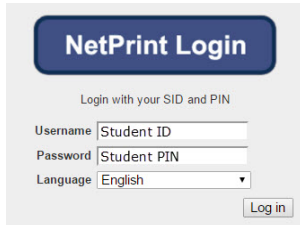
# How to print while using the CBC wireless network

---

1. **Save the document** you want to print and close it.
2. While connected to the CBC network, type: <http://netprint.columbiabasin.edu:9191/app>



3. **Log in** using your CBC Student ID number and PIN



**NetPrint Login**

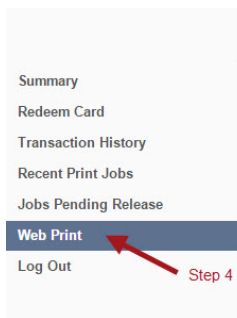
Login with your SID and PIN

Username

Password

Language

4. Click **“Web Print”** in the menu on the left.
5. Click **“Submit a Job”**



### Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

Step 5 → [Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
No active jobs					

- Select a printer to send your document to.
- Click the **"Print Options and Account selection"** button to continue.

**Web Print**

1. Printer 2. Options 3. Upload

Select a printer:

Quick Find:  Find Printer

Printer Name ▲	Location/Department
<input type="radio"/> angmar\G551	HSC-Library Computer Lab - B&W Printer
<input type="radio"/> angmar\G703	HSC-1st Floor Lounge - B&W Printer
<b>Richland HSC Printers</b>	
<input type="radio"/> angmar\G767	HSC-Library - Color Printer
<input type="radio"/> angmar\G864	HSC-Library - B&W Printer
<input type="radio"/> rohan\G624	L-Library - B&W Printer
<input type="radio"/> rohan\G690	B-East Entrance - B&W Printer
<input type="radio"/> rohan\G691	L-Library-B&W Printer
<input type="radio"/> rohan\G794	S-Courtyard - Color Printer
<b>Pasco Campus Printers</b>	
<input type="radio"/> rohan\G841	G-Lounge - B&W Printer
<input type="radio"/> rohan\G865	T-Southwest Entrance - B&W Printer
<input type="radio"/> rohan\G866	L-Library - Color Printer
<input type="radio"/> rohan\G917	H-Lower Level - B&W Printer

« Back to Active Jobs

Step 7 → 2. Print Options and Account Selection »

- Choose the number of copies you want to print.
- Click the **"Upload Document"** button to continue.

**Web Print**

1. Printer 2. Options 3. Upload

**Options**

Copies:

All jobs sent to the black & white printers will print double-sided, while documents sent to color printers will be printed single-sided by default. There is no option to change this for wireless printing.

« 1. Printer Selection

Step 9 → 3. Upload Documents »

10. Click the **“browse”** button and find the document saved in Step 1.

11. Click the **“Upload & Complete”** button to continue.

**Web Print**

1. Printer 2. Options 3. Upload

Select documents to upload and print

Drag files here

Upload from computer

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xlsx, xltm, xltb
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
Picture Files	bmp, dib, gif, jif, jpe, jpeg, jpg, png, tif, tiff
XPS	xps

Wireless printing supports only these file types. Anything else should be converted to a PDF first.

« 2. Print Options Step 11 → Upload & Complete »

12. Click the **“Held in a queue”** link

**Web Print**

Documents to be printed are held in a queue until released by the user. This allows jobs to be canceled for any reason. It also allows users to submit multiple print jobs and release them when they are ready to collect them from the printer.

[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
Dec 28, 2015 8:45:26 AM	rohan/G865	STAIRS-IT Meeting Agenda-Expectations.docx	1	\$0.03	<a href="#">Held in a queue</a>

13. Click the **“print”** link

14. Click **“Log Out”** when your document has been successfully submitted. Your document is now printing.

**Jobs Pending Release**

1 job pending release with cost **\$0.03**

Your balance: **\$24.95**

Auto refresh (54) [Refresh Now](#)

Submit Time	Printer	Document	Client	Pages	Cost	Action
Dec 28, 2015 9:00:06 AM	rohan/G865	STAIRS-IT Meeting Agenda.docx	Web Print	1	\$0.03	<a href="#">[print]</a> <a href="#">[cancel]</a>

Documents not printed are automatically removed from this queue after 2 hours.