NWTC Printing Guide

NWTC provides printers for your academic printing needs. After submitting your print jobs using one of the methods listed below, go to a printer at any NWTC location within 72 hours to print. At the printer, enter your student ID number or use your NWTC ID in the card reader (to register the ID card for the first time, enter your ID and password after placing it on the reader).

You can go to https://print.nwtc.edu to view or add to your print balance, see print jobs, and request refunds for printer malfunctions.

Printing from NWTC Laptops/Computers

- Open a file you would like to print and use the Print function from that program to send it **NWTC_Print**. Adjust any Printer Properties including color options (you cannot change options at the printer) and click **Print** again.
- **Students:** You will not be charged until you release the print job at the printer. Check balances at https://print.nwtc.edu.
- Log into a printer with your ID number or card and select **Print Release**.
- Choose which jobs you would like to print.
- Tap **Print** when your settings are set on your print jobs.

Printing from Off-Campus or Personal Devices

NWTC has two options for printing with your own devices.

Printing Using Off-Campus Software Access

If you are using NWTC's Off-Campus Software Access, you can simply print using the instructions above for printing from NWTC computers. Remember to release your print jobs at an on-campus printer within 72 hours.

Printing Using Web Print

- Log in to print.nwtc.edu with your NWTC ID number and password.
- Select **Web Print** from the left menu, then **Submit a Job**.
- Select which printer best suits your needs. Note that you are not charged until you release the job at the printer.
- Enter the number of copies, then click **Upload Documents**.
- Drag files to the upload area or click **Upload from Computer** to select them.
- Click **Upload & Complete** to send the print jobs to the printer. Wait until you see the status as "Held in a queue" before closing the browser.
- Log into a printer with your ID number or card and select **Print Release**.
- **Mark** each item you wish to print and pay attention to the print settings.
- Tap **Print** when your settings are set on your print jobs.

Where to Print?

At NWTC, you will frequently need to print files and documents for class. The Green Bay campus has multiple places on campus you can print. Other NWTC locations also provide printers in hallway areas.
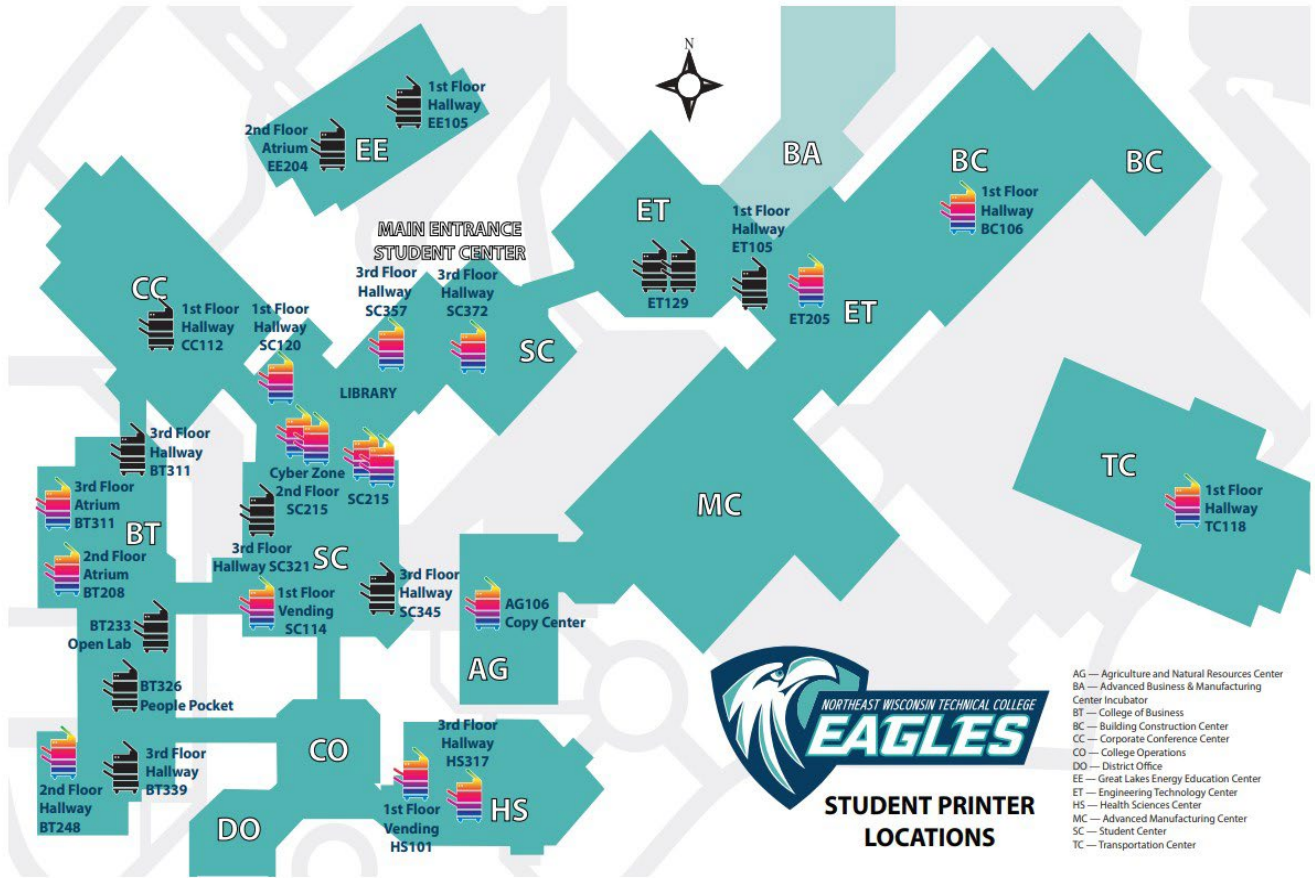
For technical problems with NWTC computers, systems, or websites, please contact the Student Help Desk at https://www.nwtc.edu/helpdesk or 920-498-6900

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