

Web Printing

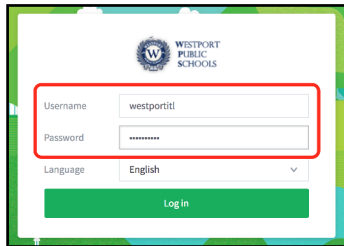
The web printing system allows any device connected to the school or guest network to print to district provided printers.

Documents submitted to the printer must be in one of the following formats:

The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsx, xltm, xlt, xltx
 Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
 Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt
 PDF pdf
 Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff
 XPS xps

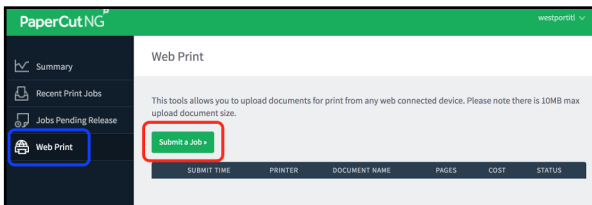
If your document is not in one of the above formats please consider saving it as a PDF using Chrome or a PDF converter.

Step 1: Login to <https://print.westport.k12.ct.us> using your network login credentials



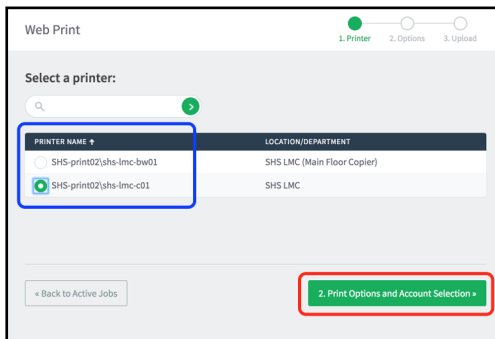
(you can also load the link from the school or library homepage)

Step 2: Select "Web Print" from the left hand side menu, then choose "Submit a Job"

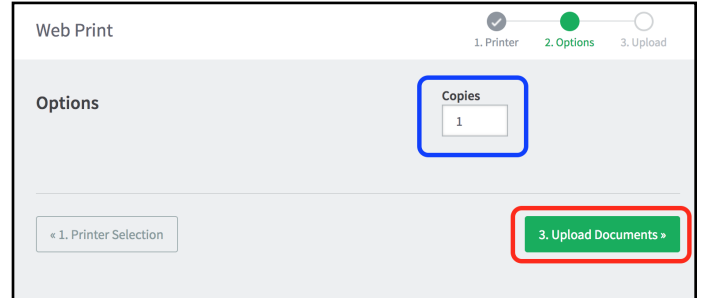


Step 3: Select the correct "Printer Name" and then click "Print Options and Account Selection"

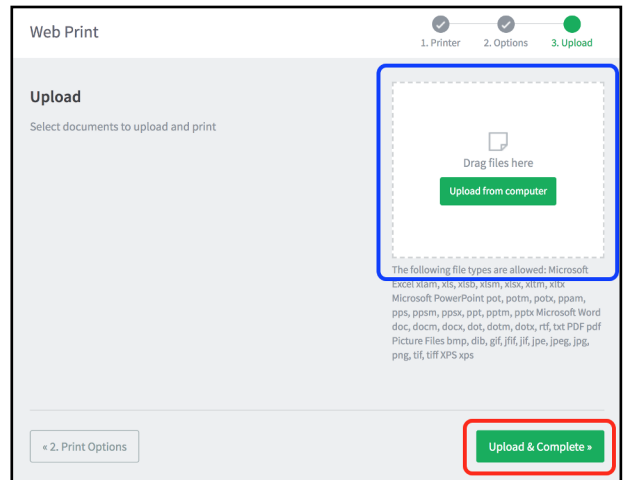
-- You will only see printers that your account has been allowed to access --



Step 4: Enter the number of copies and then click "Upload Documents"



Step 5: Choose your file by using the "Choose File" button or dragging a file. Click "Upload & Complete"



Step 6: A prompt will appear indicating that your print job has been sent to the printer

