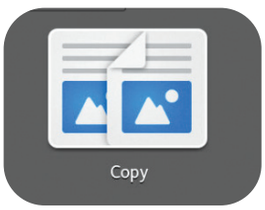
DPRINT TO GET STARTED

Swipe your Concordia ID card or enter your netname and password

COPYING

1. Press '**Access Device**' on the touch screen, then select '**Copy**"
2. Select the required copying features
3. Enter copy quantity
4. Press 'Start'



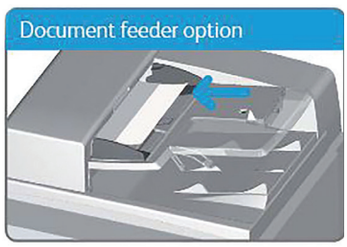


SCANNING

Your scan will be sent to your email address as set on your MyConcordia Portal

1. Press '**Scan**' on the touch screen
2. Press '**Start**'





Load the documents face up

OR



Place document face down on the glass, left corner arrow

MAIN MENU



Press the '**Home**' button on the right

PRINTING

1. Press "**Print Release**" on the touch screen.
2. Select the job to release, then click "**Print**".



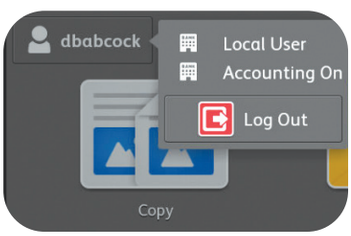
WEB PRINT

Upload and print your document from your web browser to a DPrint printers

1. Log into "**webprint.concordia.ca**' with your netname and password.
2. In the left sidebar, select "**Web Print", "Submit a Job",** and follow the instructions

LAST STEP

Press your "**netname"**, select and press "**log out**"



ADD FUNDS TO YOUR ACCOUNT ONLINE

$ concordia.ca/dprintfunds
Student hub, My CU Account", "Printing & Scanning"
Concordia App under "My Account"

USER GUIDE