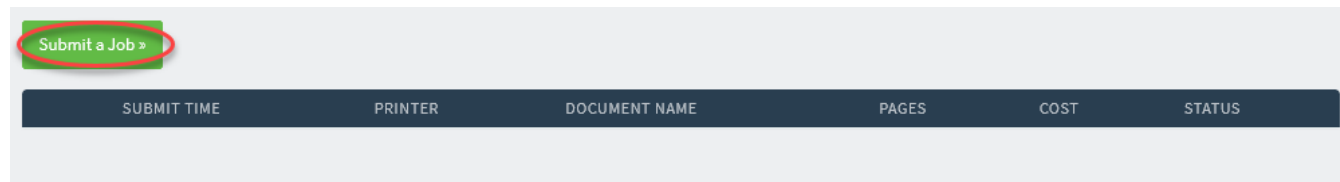


How to Web Print

Step 1: Begin on the library homepage, <https://library.olivet.edu>.

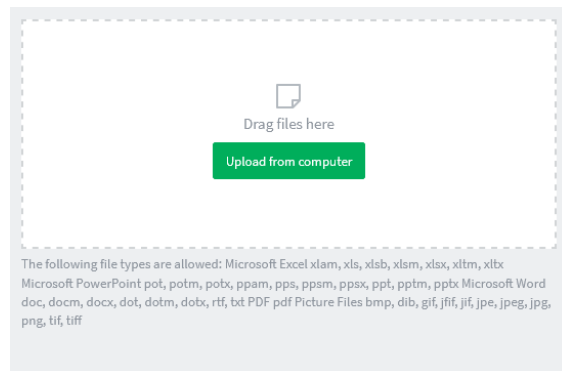
Step 2: On the homepage, click on Campus Links and choose Web Printing. Login in with ONU login credentials.

Step 3: Select “Submit a Job.”



Step 4: Select the desired printing option, such as single sided, double sided, color, or black and white. ***Notice you can print from the bypass tray. To do this choose BWBypass or ColorBypass.** (The Yokohama printer on 1st floor can only print black and white.) Then click “FollowMe-BW1Side.” (Italics being whatever you chose above.)

Step 5: Choose 3. Upload Documents. Files should be uploaded either by searching files or by dragging and dropping them onto the web printing page.



Step 6: Select “Upload & Complete”

A green button with white text that says "Upload & Complete" followed by a right-pointing arrow.

Step 7: Visit any printer on campus to release your print job. **Remember if you chose bypass that you will need to add paper to the side bypass tray and confirm settings for the correct paper size on the printer screen.**

Note: Be sure to make sure the Paper Size is correct otherwise the print will not release at the printer. Additionally, Web Printing does not support printing on Specialty Papers.

Campus Links ▾

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Web Printing