Instructions for Printing to Dorm or Lib Printer

1) Go to your preferred browser and log in to "cloudprint.wartburg.edu" with your firstname.lastname and your Wartburg email password.

2) In the left-hand column, click on "Web Print." Select "Submit a Job" in the right-hand column.

3) The next page has the option to choose either Dorm_Print or Lib_Printer. It makes no difference which one you choose. You will be able to release your job from any Sharp printer on campus that has a card swipe.

4) After choosing the printer, click on "2. Print Options and Account Selection" in the lower right-hand corner.

5) Choose the number of copies in the next window (1 is the default) and then select "3. Upload Documents."

6) You can either drag and drop your documents or click on "Upload from Computer" to add the file/files to print. Then click on "Upload & Complete."

7) The job is then uploaded to the printing queue where it will stay until you release it at the printer with your student ID. If you do not print it within 24 hours after sending it, the print job will automatically delete.

Releasing your job from the Physical Printer

1) You can release your job from any Sharp printer on campus that has a card swipe attached.

2) You can log in to the printers one of three ways:

    a) Swipe your Wartburg student ID card.

b) Log in on the touch screen with your username (firstname.lastname) and your Wartburg password.

c) Log in on the touch screen with your student ID number.

3) From the next screen, you will see the document(s) you have sent to the printer. You will tap on your job to highlight it. This will bring up the options on the right-hand side to either print the job or delete.

4) The above screen after the initial log in also allows you to select "Options." This is where you would go to make copies or to create an electronic copy of a hard document and email it to yourself as a pdf.

**Note
If your document fails to print correctly, you can log back into cloudprint.wartburg.edu and request a refund for that particular print job.

You will highlight the option "Recent Print Jobs" in the left-hand column, and then click on "Request Refund" on the right-hand side of the job that did not print correctly.