WEB PRINTING

Sign in to https://pm.rlc.edu and sign in using your Blackboard (Bb) credentials.

To print from the Web Print option using a personal device, follow these simple steps:

1. Select **Web Print**, then click on **Submit a Job**.

2. **Select a printer** (click button next to printer you want)
3. Click **Print Options and Account Selection**

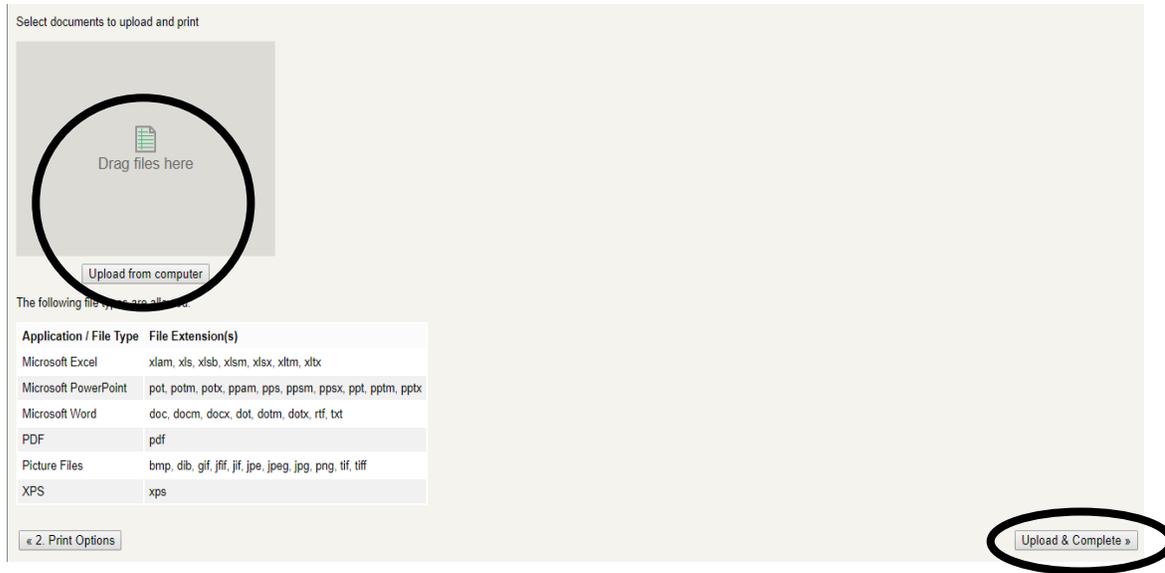4. Choose the **number of copies** you want then click **Upload**.
5. You can **drag the file or click Upload from Computer** to find your document.
6. Click **Upload & Complete**.

Select documents to upload and print

Drag files here

Upload from computer

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xlsm, xlsx, xltm, 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

« 2. Print Options

Upload & Complete »

7. You can view the status of your print job. Pick up your printed document at the printer.

→ C | 🔒 Secure | https://pm.rlc.edu/app

REND LAKE COLLEGE

Summary
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print
Add Credit
MyRLC Portal
RLC Sustainability Center
Log Out

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

Submit a Job »

Submit Time	Printer	Document Name	Pages	Cost	Status
Jun 19, 2017 2:16:18 PM	rlm-ptr-srv\RLMcafe-ptr	SWR.docx	1	$0.10	Finished: Queued for printing