

WebCRD – Printing From Your Computer Directly to the District Copy Center (DCC)

The instructions that follow will give the basic information you will need to start copying your materials from the internet. All print jobs must start as a PDF. Print jobs will be delivered to your mailbox.

Register into the system:

1. Go to the website <http://webcrd.hartdistrict.org>
2. Click on **New User Registration.**



3. Fill in the form that follows.
 - a. Only the asterisked items must be filled in.
 - b. The User Code is the number you use to access the copy machines.
 - c. Click the "Continue" button.

The screenshot shows a web browser window displaying the 'WebCRD User Registration' form. The form is divided into two columns. The left column contains fields for: First name (with an asterisk), Middle name, Last name (with an asterisk), Location name (with an asterisk), Company, Street 1, Street 2, Street 3, City, State (dropdown menu), Zip, and Country (dropdown menu). The right column contains fields for: Email (with an asterisk), Re-enter Email, Phone, Mobile, Home, Fax, Zip (dropdown menu), and User Code (with an asterisk). A black arrow points to the 'User Code' field. At the bottom of the form are two buttons: 'Cancel' and 'Continue'.

4. A message will appear stating that an email has been sent with your password. Click "Continue". Your password will be rather large and clunky. Once logged in, you can change it in the "My Profile" page.

Save (Print) your files as a PDF using PrimoPDF:

1. Open the document you wish to copy.
2. Click on “File” and scroll down to “Print”.
3. Select PromoPDF as your printer and click “OK”.



4. Save your document to an appropriate folder with an appropriate name. Use the browse button to find the appropriate location and click OK.

