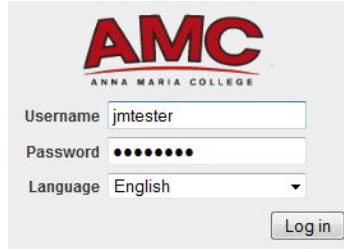


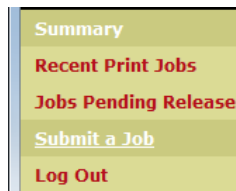
Wireless Printing Instructions

Submitting Your Print Job

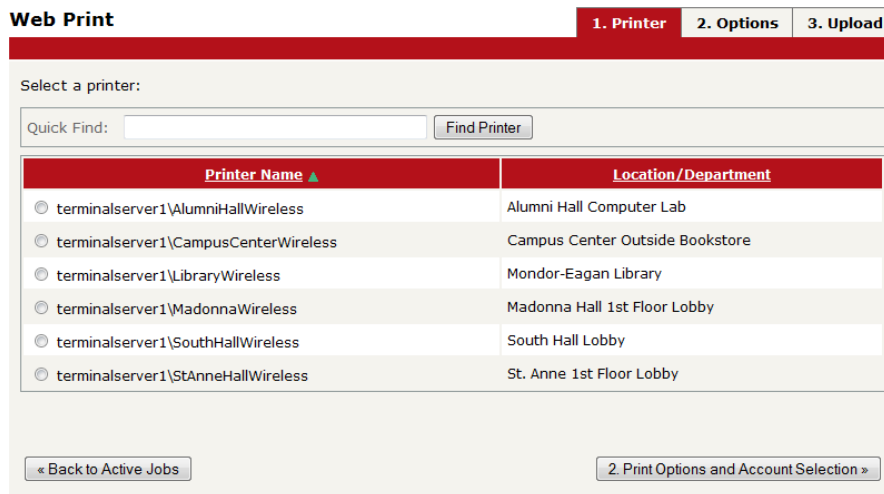
- 1) Go to <http://printing.annamaria.edu>
- 2) Login with your username and password (same information as accessing your AMC email account)

a. The image shows the login page for Anna Maria College (AMC). At the top is the AMC logo with the text "ANNA MARIA COLLEGE" below it. There are three input fields: "Username" with the text "jmtester", "Password" with seven dots, and "Language" with a dropdown menu set to "English". A "Log in" button is located at the bottom right of the form.

- 3) To submit a new print job click on **Submit a Job**

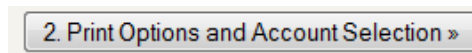
a. The image shows a vertical navigation menu with five items: "Summary", "Recent Print Jobs", "Jobs Pending Release", "Submit a Job", and "Log Out". The "Submit a Job" item is highlighted with a yellow background.

- 4) Choose which printer (from the list) you would like to print to:

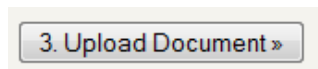
a. The image shows the "Web Print" interface. At the top, there are three tabs: "1. Printer", "2. Options", and "3. Upload". Below the tabs, it says "Select a printer:". There is a "Quick Find:" search box and a "Find Printer" button. Below that is a table with two columns: "Printer Name" and "Location/Department". The table lists six printers with radio buttons next to their names. At the bottom, there are two buttons: "« Back to Active Jobs" and "2. Print Options and Account Selection »".

Printer Name ▲	Location/Department
<input type="radio"/> terminalserver1\AlumniHallWireless	Alumni Hall Computer Lab
<input type="radio"/> terminalserver1\CampusCenterWireless	Campus Center Outside Bookstore
<input type="radio"/> terminalserver1\LibraryWireless	Mondor-Eagan Library
<input type="radio"/> terminalserver1\MadonnaWireless	Madonna Hall 1st Floor Lobby
<input type="radio"/> terminalserver1\SouthHallWireless	South Hall Lobby
<input type="radio"/> terminalserver1\StAnneHallWireless	St. Anne 1st Floor Lobby

- 5) Once you pick your printer, click on the button **“2. Print Options and Account Selection”**

a. The image shows a button with the text "2. Print Options and Account Selection »".

- 6) If your printer has **Printing Options** you may choose them here, when finished click on **“3. Upload Document”**

a. The image shows a button with the text "3. Upload Document »".

If you have any problems or questions, please contact the IT Department at itsupport@annamaria.edu or 508-849-3325

Wireless Printing Instructions

- 7) **Browse** to the document you would like to print
 - a. ****Currently you can only print Word, Excel, PowerPoint, and PDF documents****

Web Print 1. Printer 2. Options 3. Upload

Select a document to upload and print

The following file formats are allowed:

Application / File Type	File Extension(s)
Microsoft Office Excel	xlam, xls, xlsb, xlsx, xltm, xltx
Microsoft Office PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Office Word	doc, docm, docx, dot, dotm, dotx
Microsoft XPS	xps
PDF	pdf

- b.
 - c. Once you have selected your **Document** click on **Upload & Complete**
- 8) Your document will then be loaded into the printer queue awaiting release at the release station next to the selected printer.

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
Sep 6, 2011 1:36:18 PM	terminalserver1\LibraryWireless	Student Accounts.xlsx	84	\$0.00	Held in a queue

a.

Releasing Your Print Job

- 1) After submitting your print job, go to the release station next to the printer you submitted your job to.
- 2) Login with your username and password (same information as accessing your AMC email account):

a.

To begin, please login...
Contact the IT Department if assistance is required.

Username

Password

- 3) Your **Pending** print jobs will be displayed. You will have the ability to **Print** or **Cancel** any/all print jobs that you currently have queued.

a.

Action
84 Print Cancel

- 4) Once you hit print, your document will begin printing on the chosen printer.

If you have any problems or questions, please contact the IT Department at itsupport@annamaria.edu or 508-849-3325