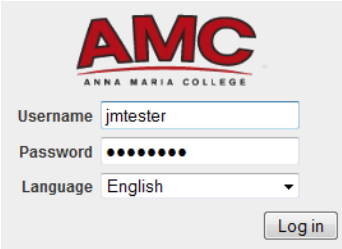
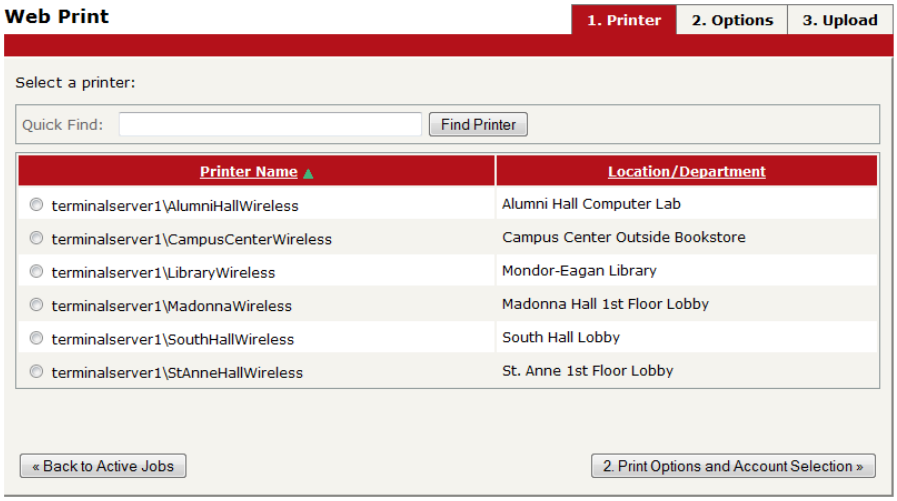
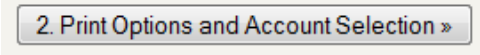
Wireless Printing Instructions

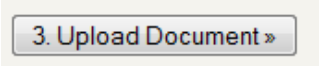
Submitting Your Print Job

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

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

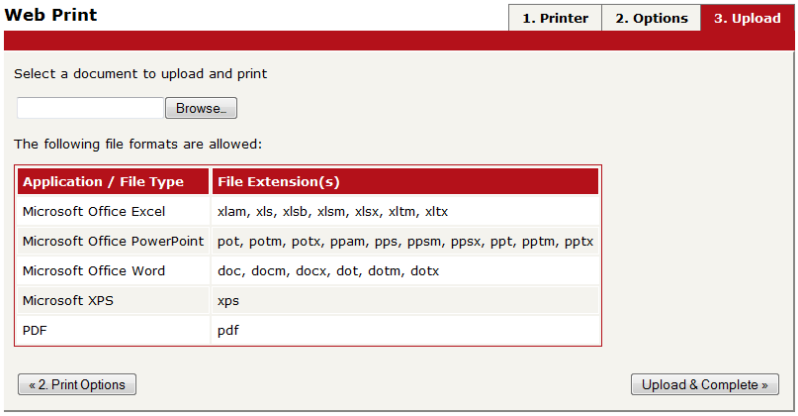
4) Choose which printer (from the list) you would like to print to:
   a. 

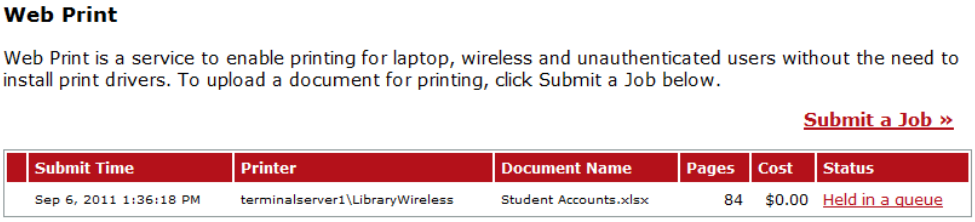
5) Once you pick your printer, click on the button "**2. Print Options and Account Selection**"
   a. 

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

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****
   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.
   a. 

<u>Releasing Your Print Job</u>

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.

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.

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

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