

Marymount California University

PRINT SPOT

PRINT. PICK UP AT ANY PRINT SPOT LOCATION.

E-mail Printing

- Using your Marymount email account, send any supported document* type to print@marymountcalifornia.edu
- Retrieve your print job at any Print Spot printer on campus

Wireless Printing

- Visit print.marymountcalifornia.edu
- Log in using your username/password
- Select your desired printer, upload a supported document*, and confirm the print job
- Retrieve the print job at the Print Spot printer you selected

* Supported Documents: Word, Excel, PowerPoint, Visio, RTF, TXT, PDF, PNG, BMP, JPEG, GIF, and TIFF.

Unsupported Documents: Pages, Google Docs.

Copying

- Swipe your Marymount ID card
- Select **Copy** on the screen
- Select your options and press **Start**
- Log off the system by pressing **Log Off** on the control panel

Scanning to Email

- Swipe your Marymount ID card
- Press the **Scan/Fax button** on the screen
- Your email address will automatically be selected
- Press **Start** to release your document
- Log off the system by pressing **Log Off** on the control panel

Contact Information

310-303-7268 or support@marymountcalifornia.edu