

Wireless Printing – Marymount California University

1. Enter your Marymount username/password. Click **LOG IN**.

Log In

Enter Network Login ID


Login ID

Password

The online campus printing service may be restricted to students and staff with valid network login accounts. The service may use your email address during processing, and will obtain this email address from your network login.

v2.0.17

Do you print often? [Bookmark this page.](#)



2. Choose whether you want to print in color or B/W. Jobs will be sent to any PrintSpot printer.


Step 1 - Choose a Printer

– **Default**

Black and White	PrintSpot Black and White	Details
Color	PrintSpot Color	Details

Select a link above to set your print location. The "Details" link shows additional information about each printer. When you submit your print job, your request will be denied if you are not entitled to use that printer.

[Log Out](#)



3. Click on **Choose File**. You will be taken to a box to search for the document in which you'd like to print. You can also put in a website URL. Choose your amount of copies and a page range (if applicable). Once finished, click **CONTINUE**.

Step 2 - Document Information

Select your document and options

Document No file chosen
or
Web Page

Copies

Page range -


Selected printer: **Black and White**

[Another Printer](#) [Log Out](#)

Press browse to find a file on your computer or enter the URL of a web page in the appropriate box.

Default is 1 copy, maximum 10

Default is all pages. Enter a range in the format (x-y) e.g. 3-3 or 5-8



4. In the Print Options dialog box, you can change your page settings. Defaults setting are set to Letter, Single Sided and the orientation the document was saved in. Click **CONTINUE**.

Step 3 - Print Options

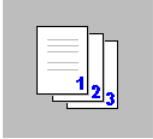
Page Settings

Paper

Duplex

Orientation

Preview




Selected printer: **Black and White**

[Another Printer](#) [Log Out](#)

Duplexing options and multiple paper sizes are not available for all printers. Duplex printing may not be supported for larger paper sizes.

As Saved - Orientation as found in the saved document.

Best Fit - Shrinks graphic images if larger than the page.



5. The Job Submission screen loads your document into the system. Once approved, click **Submit Job To Printer**.

Job Submission

The job status window appears below. When complete, click on one of the hyperlinks below. Selecting a hyperlink prior to the completion of your job may prevent it from completing.

printbw
Wireless Internet Access - Guest Enabled
(Orientation).pdf


Approve Time Elapsed
00:16

Sheet(s) : 1
Total Cost : \$0.10 USD

[Cancel](#) [Submit Job To Printer](#)

Job ID 49569229

[Another Job](#) Print another document to the same printer.
[Another Printer](#) Print a document to a different printer.
[Log Out](#) If you have no more print jobs, be sure to log out to protect your account.



6. Once completed, you will see the screen below. Retrieve your document at any PrintSpot printer by swiping your Marymount California University ID card. Further instructions are posted above the printer.

Job Submission

The job status window appears below. When complete, click on one of the hyperlinks below. Selecting a hyperlink prior to the completion of your job may prevent it from completing.

printbw
Wireless Internet Access - Guest Enabled
(Orientation).pdf

Complete Time Elapsed
00:35

Job complete. Please select a link below.

Job ID 49569229

[Another Job](#) Print another document to the same printer.
[Another Printer](#) Print a document to a different printer.
[Log Out](#) If you have no more print jobs, be sure to log out to protect your account.

