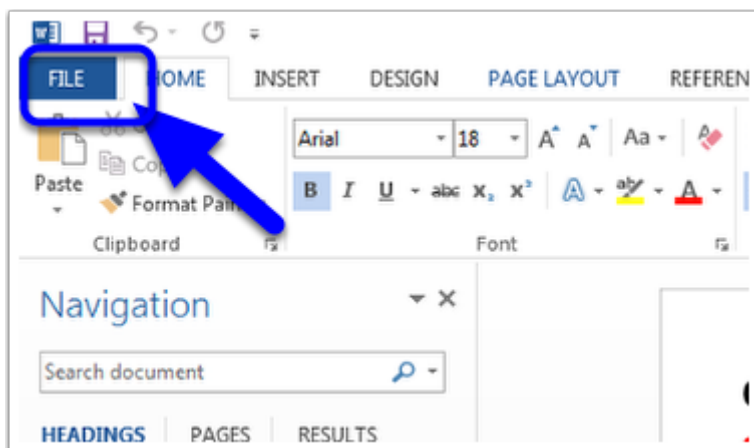


My Print - Printing from Windows

Print Your Document

You can print from a lab machine using your My Print account.

Print your document. From MS Word, select File to go backstage.



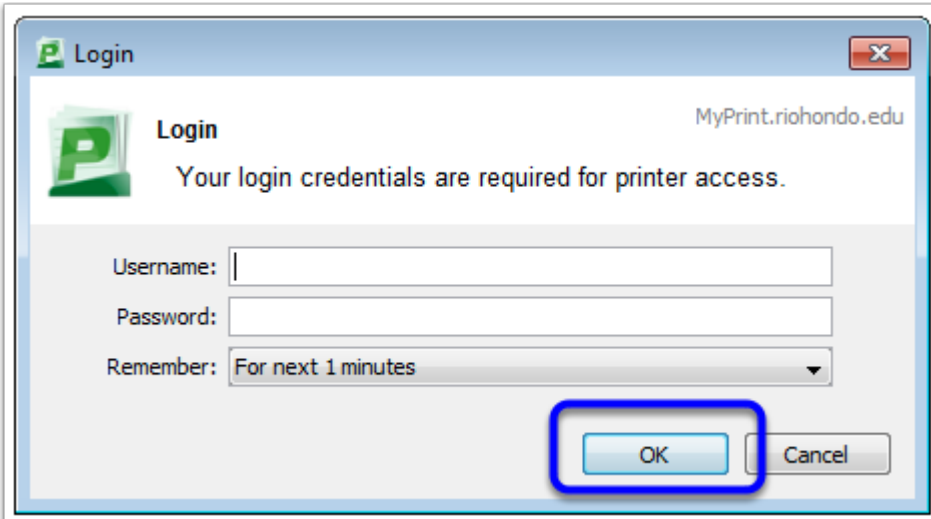
Select Print from the Navigation Menu

Select the number of copies and other print options. The selected printer should already be correct for the lab you are in. Click the Print button.



Authenticate Your Account

Authenticate with your My Print account when you see the Login dialog box. Select OK.



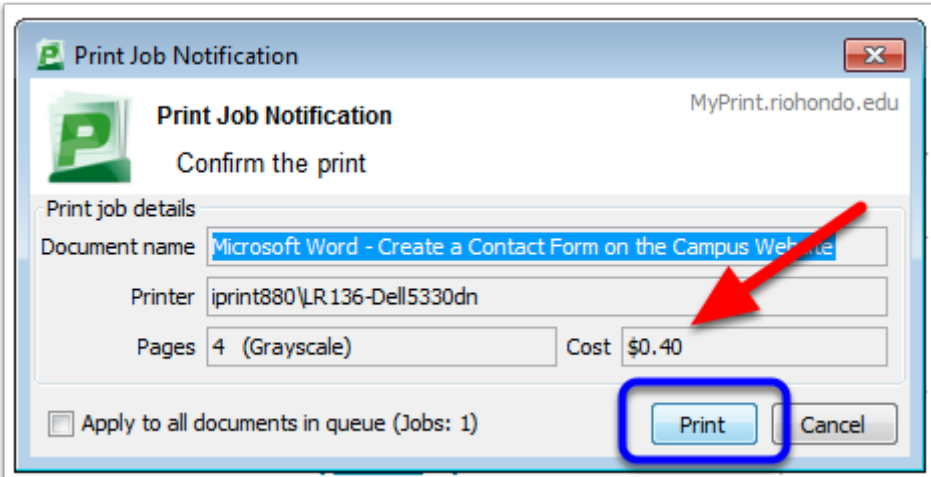
The image shows a Windows-style dialog box titled "Login" from MyPrint.riohondo.edu. It contains a green "P" icon and the text "Your login credentials are required for printer access." Below this are three input fields: "Username:" (empty), "Password:" (empty), and "Remember:" (set to "For next 1 minutes"). At the bottom, there are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a blue rectangular box.

Verify and Print

You will see a Print Job Notification dialog box. This will confirm which document you are printing, the number pages, the selected printer, and the cost.

Please check that these settings are correct before you select print. This will cost you money.

Select Print to print your document.



The image shows a Windows-style dialog box titled "Print Job Notification" from MyPrint.riohondo.edu. It contains a green "P" icon and the text "Confirm the print". Below this is a section for "Print job details" with the following information: "Document name" (Microsoft Word - Create a Contact Form on the Campus Website), "Printer" (iprint880\LR.136-Dell5330dn), "Pages" (4 (Grayscale)), and "Cost" (\$0.40). At the bottom, there is a checkbox labeled "Apply to all documents in queue (Jobs: 1)" and two buttons: "Print" and "Cancel". The "Print" button is highlighted with a blue rectangular box, and a red arrow points to the "Cost" field.

A windows popup will confirm that the document was sent. Please pick up your document from the printer.

