

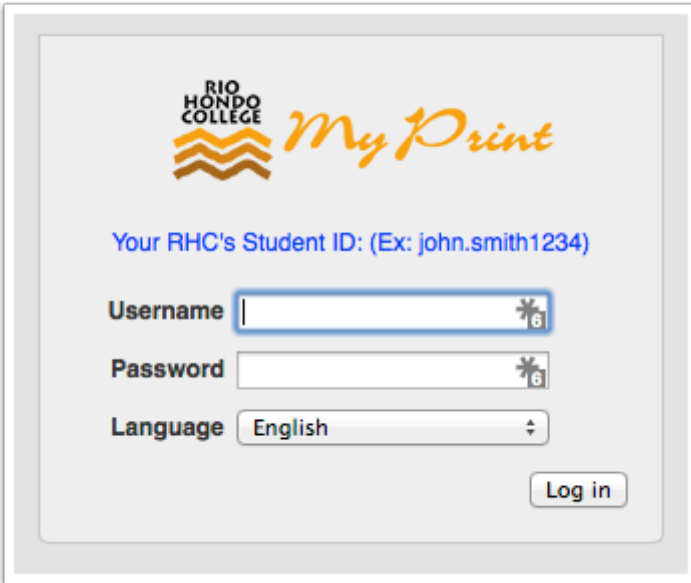
My Print - Print from the Web

Login to My Print

My Print is a pay-for printing solution used at Rio Hondo College.

To login to My Print, open the following URL in your browser and enter your AccessRIO credentials.

<https://myprint.riohondo.edu>



RIO HONDO COLLEGE *My Print*

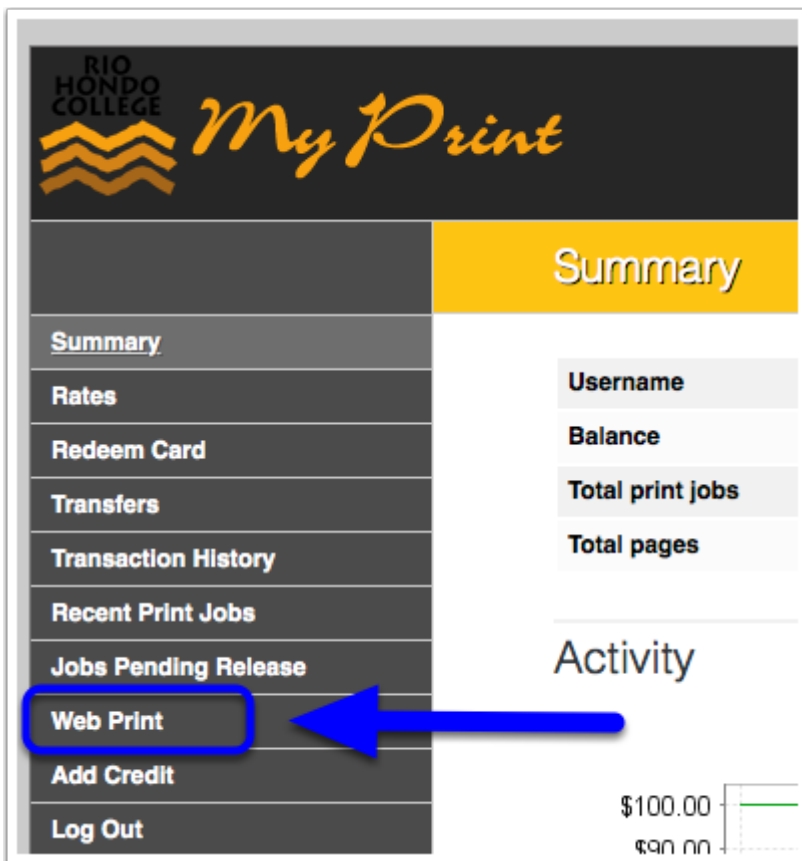
Your RHC's Student ID: (Ex: john.smith1234)

Username

Password

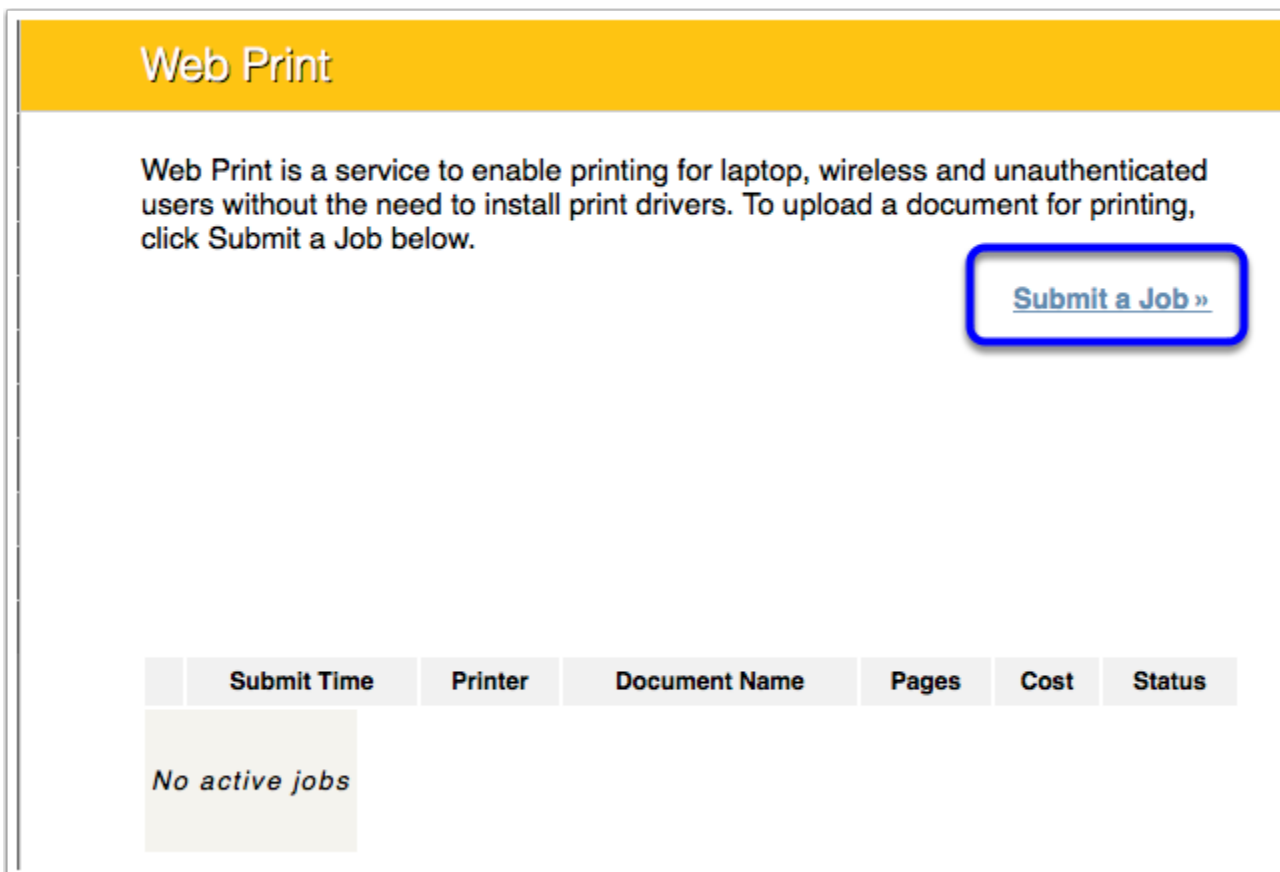
Language

Select Web Print from the Navigation Menu



The screenshot shows the 'My Print' interface for Rio Hondo College. On the left is a dark navigation menu with the following items: Summary, Rates, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print (highlighted with a blue box and a blue arrow pointing to it), Add Credit, and Log Out. The main content area has a yellow header labeled 'Summary' and lists 'Username', 'Balance', 'Total print jobs', and 'Total pages'. Below this is an 'Activity' section with a balance of \$100.00 and a smaller amount of \$90.00. The Rio Hondo College logo is in the top left corner.

Select Submit a Job



The screenshot shows the 'Web Print' page. At the top is a yellow header with the text 'Web Print'. Below the header is a paragraph: '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.' To the right of this text is a blue button with the text 'Submit a Job »'. Below the text and button is a table with the following headers: Submit Time, Printer, Document Name, Pages, Cost, and Status. The table body contains the text 'No active jobs'.

Submit Time	Printer	Document Name	Pages	Cost	Status
No active jobs					

Choose a Destination Printer

Please check that you are printing to the correct printer. Check the room number carefully. You may not be able to pick up a print job from a closed room. Then select 2. Print Options and Account Selection.

The screenshot shows the 'Web Print' interface with a yellow header. Below the header is a green navigation bar with three tabs: '1. Printer', '2. Options', and '3. Upload'. The '1. Printer' tab is active. The main content area is titled 'Select a printer:' and contains a 'Quick Find:' search box with a 'Find Printer' button. Below the search box is a table with two columns: 'Printer Name ▲' and 'Location/Department'. The table lists five printer options, each with a radio button. A blue box highlights the 'B107 Printer' row. At the bottom left is a button labeled '« Back to Active Jobs'. At the bottom right is a button labeled '2. Print Options and Account Selection »', which is highlighted with a blue box and has a circled '2' next to it.

Printer Name ▲	Location/Department
<input type="radio"/> iprint880B107-PrintSrv	B107 Printer
<input type="radio"/> iprint880B108-PrintSrv	B108 Print
<input type="radio"/> iprint880LR114-Printer	LR114-Printer
<input type="radio"/> iprint880LR129-Printer	LR129-Printer
<input type="radio"/> iprint880LR136-Dell5330dn	LR136-Dell5330dn - May Office

Choose the Number of Copies

Enter the number of copies you would like to print and then select 3. Upload Documents.

The screenshot shows the 'Web Print' interface with a yellow header. Below the header is a green navigation bar with three tabs: '1. Printer', '2. Options', and '3. Upload'. The '2. Options' tab is active. The main content area is titled 'Options' and contains a 'Copies:' label followed by a text input field containing the number '1'. A blue arrow points to the input field. At the bottom left is a button labeled '« 1. Printer Selection'. At the bottom right is a button labeled '3. Upload Documents »', which is highlighted with a blue box.

Upload Your Document(s)

Select Choose Files and navigate to a file on your computer. If the document is currently open in your editor, please ensure that you have saved the current version. Select Upload & Complete.

1. Printer 2. Options 3. Upload

1 Select documents to upload and print

Choose Files Create a C...Website.pdf

The following file types are allowed:

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

2. Print Options

2 Upload & Complete »

Success!

You can see the status of your job on the confirmation screen. Please go to the printer and collect your job.

✓ Your document was successfully submitted. See the table below to track its status.

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
	May 21, 2014 1:37:22 PM	lprint880\LR136- Dell5330dn	Create a Contact Form on the Campus Website.pdf			Submitting