

# HOW TO PRINT



## SEND PRINT TO QUEUE

- 1 From the library computer, open what you want to print.

*You may need to download the file before opening it.  
Documents in Canvas need to be downloaded.*

*We recommend reviewing the Print Preview. Click on **File** then select **Print**. Chrome is recommended if printing from a website.*

- 2 The black & white printer is the default printer. Click **print**.

*Black & white printers:*

**LR220-Printer01-BW & LR220-Printer02-BW**

*To print in color, select this printer:*

**LR220-Color-MFD**

- 3 A pop-up box will appear. Type in your **AccessRio** username and password.

- 4 Another pop-up box will appear confirming the pages and cost.

If correct, click **print** to send your file to the queue.

## RELEASE YOUR PRINT

- 1 Go to the **Copy Center** next to the Circulation Desk.

The **Print Release Station** is the computer on the counter, between two printers.

- 2 Log in with your **AccessRio** credentials.

- 3 Select the job(s) you want to print. Click **print**. It will print right next to you. Color prints come out of Copy Machine #3.

*B&W \$0.10/page, color \$0.50/page.*

*Money will be deducted from your MyPrint account.*

# ADD MONEY TO MYPRINT



**CASH** Go to the **Copy Center** next to the Circulation Desk. You will

- 1 see a computer and the **Express Bill Loader**.

*The Bill Loader takes \$1, \$5, & \$10 bills but does NOT give change. Crisp bills work best.*

*If you only have coins, go to the Circulation Desk to exchange for bills.*

- 2 Log in to the computer with your **AccessRio** username and password.

- 3 The screen will show your current balance.

Feed your bill(s) to the Bill Loader.

- 4 Once money is added, the screen will show your new balance.

Click **Done**.

**CREDIT/DEBIT CARD**

- 1 Go to **myprint.riohondo.edu**

Log in with your **AccessRio** username & password.

- 2 Click **Add Credit** on the left-hand menu. Select the amount you want to add.

*\$1 is the minimum*

Click **Add value**.

- 3 You can use PayPal or Guest Checkout.

Type in your info & click **Pay Now**.

- 4 Make sure to LOG OUT once you are done!