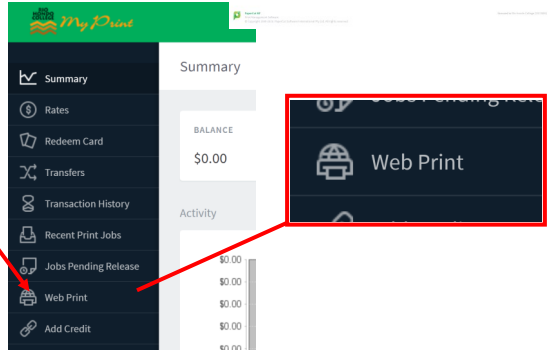


# HOW TO PRINT FROM A LAPTOP (WEB PRINT)



- 1 Go to [myprint.riohondo.edu](http://myprint.riohondo.edu)  
Log in with your AccessRio username & password.

- 2 On the left hand menu, click on **Web Print**.  
It will list your active jobs, if any.



- 3 Click on **Submit a Job »**

- 4 Select your printer.  
*The library printers are the last 3 listed (LR220).*  
Click on

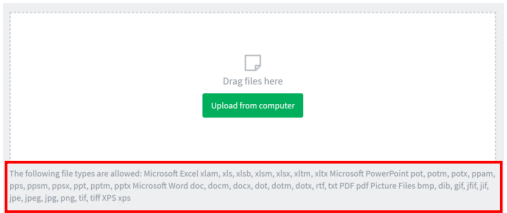
| PRINTER NAME                                       | LOCATION/DEPARTMENT         |
|--|-----------------------------|
| <input type="radio"/> iprint880 B107-PrintSrv      | B107 Printer                |
| <input type="radio"/> iprint880 B108-PrintSrv      | B108 Print                  |
| <input type="radio"/> iprint880 LR114-Printer      | LR114-Printer               |
| <input type="radio"/> iprint880 LR129-Printer      | LR129-Printer               |
| <input type="radio"/> iprint880 LR220-Color-MFD    | LR220-Color-MFD             |
| <input type="radio"/> iprint880 LR220-Printer01-BW | Library Copy Center – LR220 |
| <input type="radio"/> iprint880 LR220-Printer02-BW | Library Copy Center – LR220 |

2. Print Options and Account Selection »

- 5 Type the number of copies you want. Click on

3. Upload Documents »

- 6 Select document(s) to upload.  
You can drag and drop **OR** you can select **Upload from computer**.  
When you have selected your file, click open and it will upload.



*Make sure it is an allowed file type.*

*See list below white box.*

Click on

**Upload & Complete »**

- 7 You will see a note appear stating that your job was successfully submitted.

| PAGES | COST   | STATUS          |
|-------|--------|-----------------|
| 1     | \$0.10 | Held in a queue |

The status of your job will appear as **Held in a queue.**

Release the print job in the **Copy Center**.  
Make sure you have money on your MyPrint account.