
MyPrint

Setting up your print documents

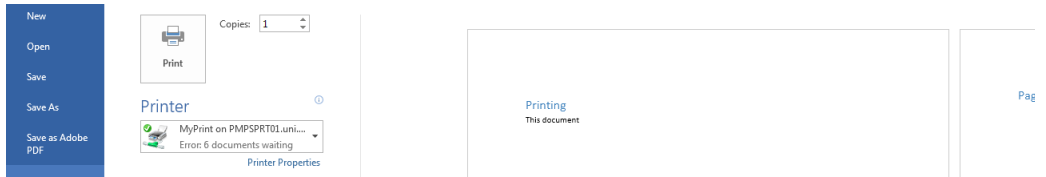


Printing from a PC

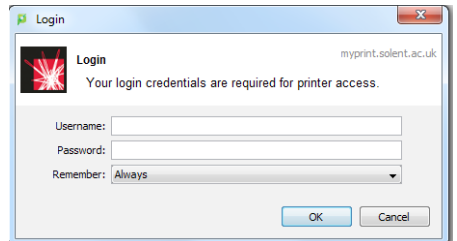
Please be aware that all printing from a PC will be double-sided and black and white by default.

Sending your document to print

If you have a single page or want double-sided printing, simply find the print option in your software, select 'MyPrint' as your printer, and then press the print button.

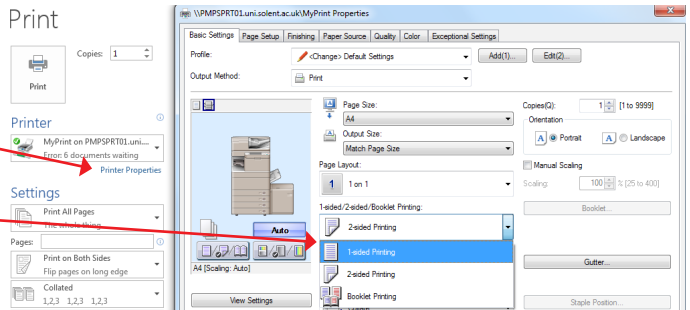


Once you've pressed the print button you may be asked to enter your login details for the printer, just enter your usual username and password and then press 'OK'. Once your document is sent you will be notified that it is in the printer queue.



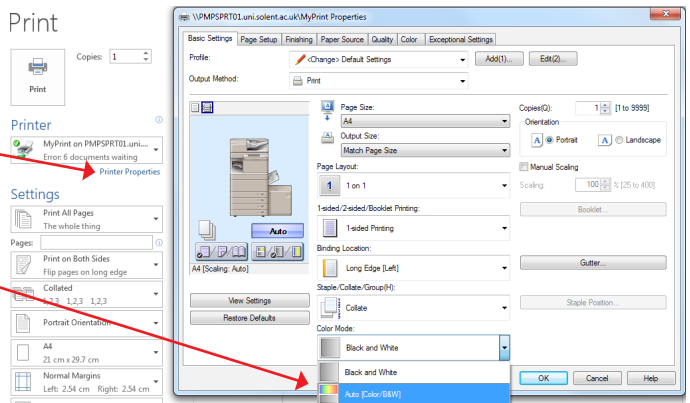
Setting up single-sided printing

If you want your printing to be single-sided, locate the print option in your software and then select 'Printer Properties'. You can then select single sided printing from here.



Setting up colour printing

If you want your printing in colour, locate the print option in your software and then select 'Printer Properties'. You can then select colour printing from here.



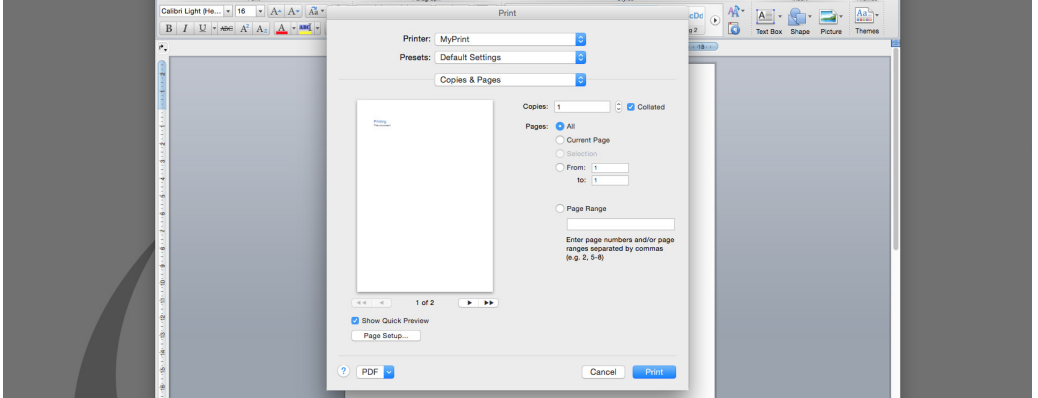
If you have any difficulties or questions please ask at the Learning Technology Helpdesk.

Printing from a Mac

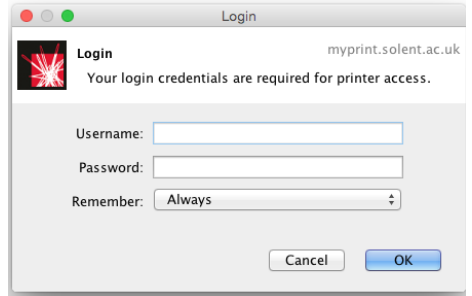
Please be aware that all printing from a Mac will be double-sided by default.

Sending your document to print

If you have a single page or want double-sided printing, simply find the print option in your software, ensure your printer is set to 'MyPrint' and then press the print button.

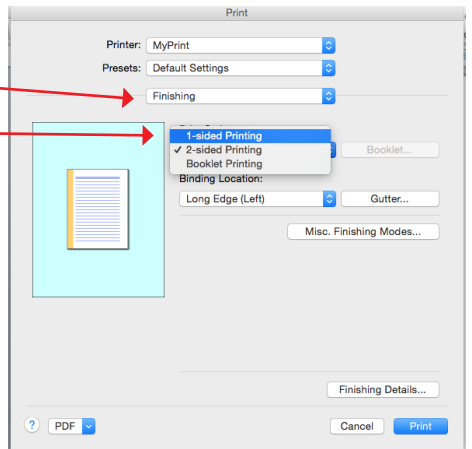


Once you've pressed the print button you may be asked to enter your login details for the printer, just enter your usual username and password and then press 'OK'. Once your document is sent you will be notified that it is in the printer queue.



Setting up single-sided printing

If you want your printing to be single-sided you will have to choose the 'Finishing' option in the print options. From here you can select single-sided printing.



If you have any difficulties or questions please ask at the Learning Technology Helpdesk.

Collecting your Printouts

Once you have sent your work to the printer you will be able to collect it from any of the Canon printers on the EPT campus. Once you find an available printer swipe your card or login using your username and password.

Once you have logged in you will see your print jobs ready for selection. You can select 'Print All' to release all of them, or select the printout you want and then select 'Print'.

Charges and Crediting Your Print Account

Printing is charged at the following prices -

A4 black and white:

£0.05

A4 black and white duplex:

£0.08

A4 colour:

£0.20

A4 colour duplex:

£0.30

A3 black and white:

£0.10

A3 black and white duplex:

£0.15

A3 colour:

£0.40

A3 colour duplex:

£0.60

The image shows two screenshots of the PaperCut web interface. The top screenshot is the login page, featuring a green header with the 'PaperCut' logo and the word 'Login'. Below the header are two input fields for 'Username' and 'Password', and an 'OK' button. The bottom screenshot shows the 'Held Print Jobs' page, also with a green header. It displays a table of print jobs, a 'Logout' button, and a balance of '\$9.90'. A red arrow points from the 'Print' button in the bottom screenshot to the 'Print' button in the top screenshot.

Document	Pages
Microsoft Word - Document1	45
Making the perfect coffee	37
http://slashdot.org/	33
Budget - LibreOffice Calc	65
http://slashdot.org/	46
research paper.pdf	85

Document: Making the perfect c...
Pages: 37
Cost: \$1.85
User: t
Time: 3/18/14 3:57 AM
Client: desktop-kelby

When you start at the university you will have £2.50 preloaded on your account, if you need to top this up you can do so online at <https://myprint.solent.ac.uk>

If you have any difficulties or questions please ask at the Learning Technology Helpdesk.