

# HUBBARD LIBRARY

## WIRELESS PRINTING INSTRUCTIONS



**\*\*Use Fuller ID and Password to access printing account\*\***

### STEPS TO PRINT:

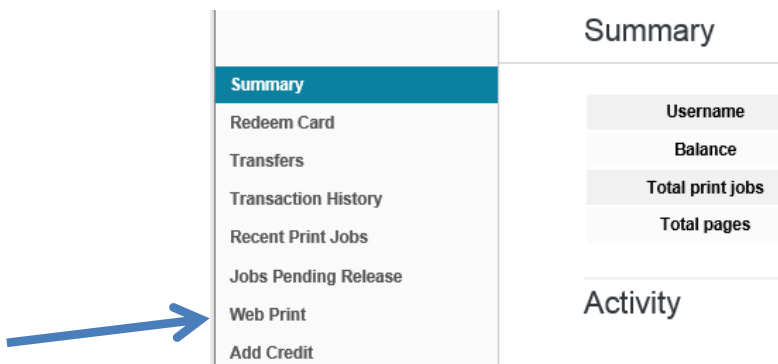
1. On your laptop: save your document.
2. Go to: <http://printingsystem.fuller.edu>

3. You will see this:



The image shows a login form for Fuller ID. At the top, there is a logo with a stylized 'F' and the text 'FULLER ID'. Below the logo, it says 'Please log in using your FullerID credentials'. There are three input fields: 'Username', 'Password', and 'Language' (with a dropdown menu set to 'English'). A 'Log in' button is located at the bottom right of the form.

4. Log in using your *Fuller ID* login.
5. On the left, click "Web Print"



The image shows a screenshot of the Fuller ID web interface. On the left, there is a navigation menu with the following items: Summary, Redeem Card, Transfers, Transaction History, Recent Print Jobs, Jobs Pending Release, Web Print, and Add Credit. A blue arrow points to the 'Web Print' item. On the right, there is a 'Summary' section with the following information: Username, Balance, Total print jobs, and Total pages. Below the summary is an 'Activity' section.

### PAYING FOR PRINTING

Cost is 5¢ per page

- Before printing, you will need money on your printing account
- Purchase a pre-paid printing card at the front desk with cash or check (\$1, \$2, \$5, \$10)

OR

With a debit or credit card, add funds on your printing account (click "Add Credit")

*If you had money credit on the previous printing system, inquire at the front desk.*

6. In Web Print, click "Submit a Job" (Lower right side).
7. Select printer: "printingsystem\queue (virtual)" Location: "Pasadena"

**8. Click "Upload Document".**

Web Print

1. Printer 2. Options 3. Upload

Options

Copies: 1

« 1. Printer Selection 3. Upload Documents »

**9. Choose your document from your computer folders (You can either drag files or upload from your computer).**

Select documents to upload and print

Drag files here

Upload from computer

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xlsx, xlsm, xlsx, xltm, xltx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
Picture Files	bmp, dib, gif, jif, jpe, jpeg, jpg, png, tif, tiff
XPS	xps

« 2. Print Options Upload & Complete »

**10. Click "Upload and complete".**

**11. Go to a "release station" [three options: in the Weyerhauser Room, DePree Room (1<sup>st</sup> floor) or the 2<sup>nd</sup> Floor].**

**12. Log in to the station using your *Fuller ID*. Select your document(s) and print.**