

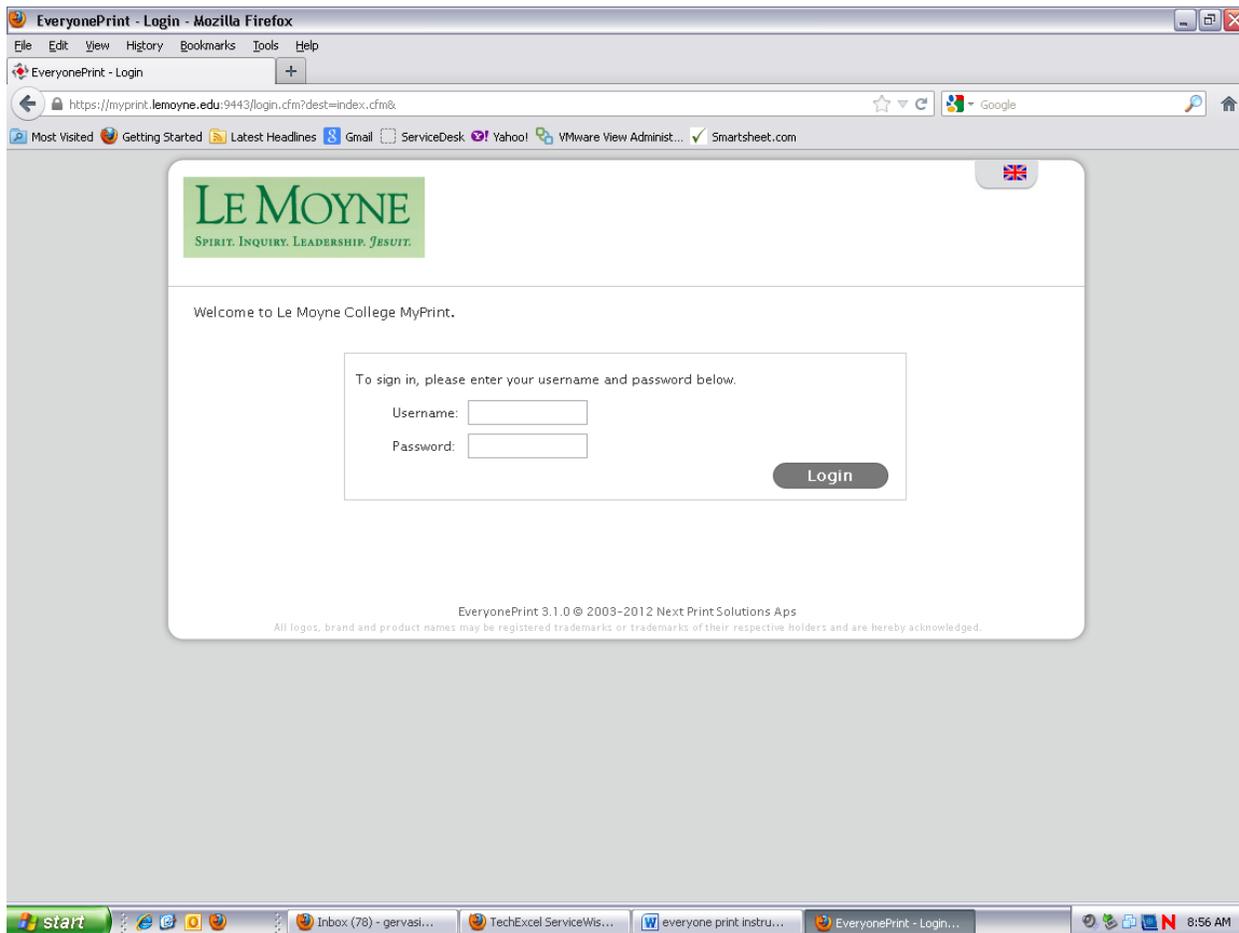
MYPRINT.LEMOYNE.EDU

Myprint.lemoyne.edu is a secure, easy way to print, network from your computer, laptop, or mobile device, to the printer of your choice on Le Moyne's network. **Myprint.lemoyne.edu** will work with any recent browser (i.e. Internet Explorer, Firefox, Safari), with Windows, Mac or Linux OS, and any mobile device that can send an email.

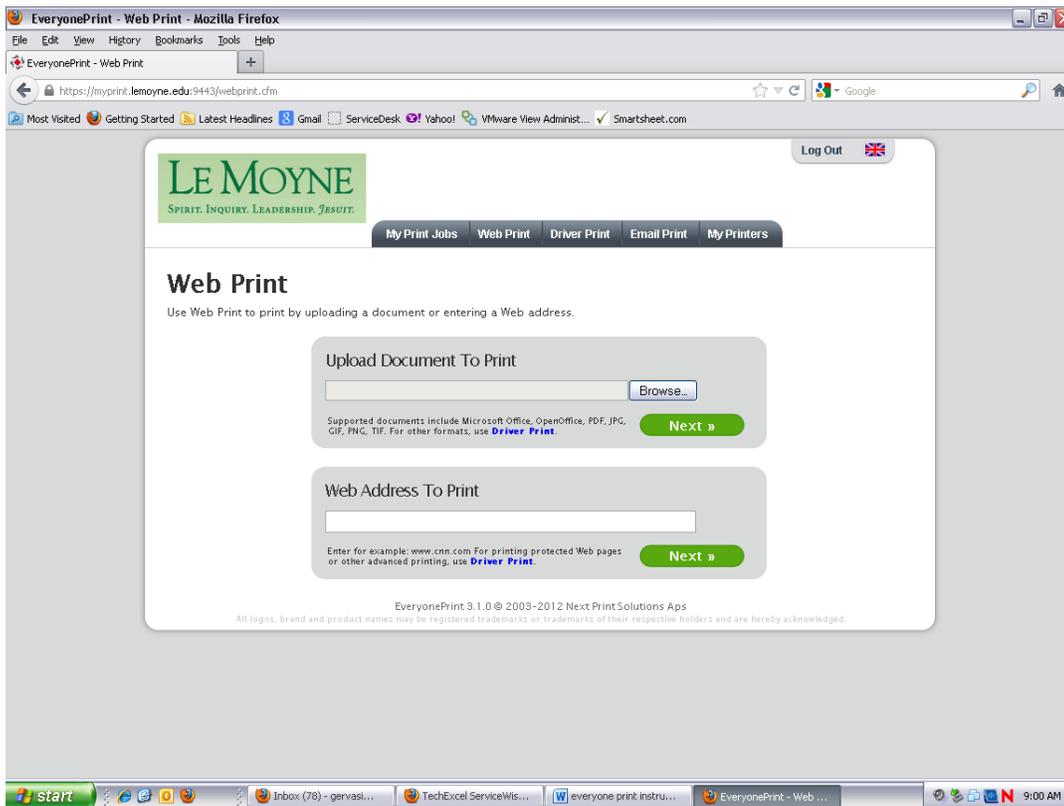
Getting Started: Logon to <https://myprint.lemoyne.edu> using your normal Le Moyne username and password. There are no drivers or software to install. You can upload documents in Microsoft Office, OpenOffice or PDF formats.

Here's How to Web Print:

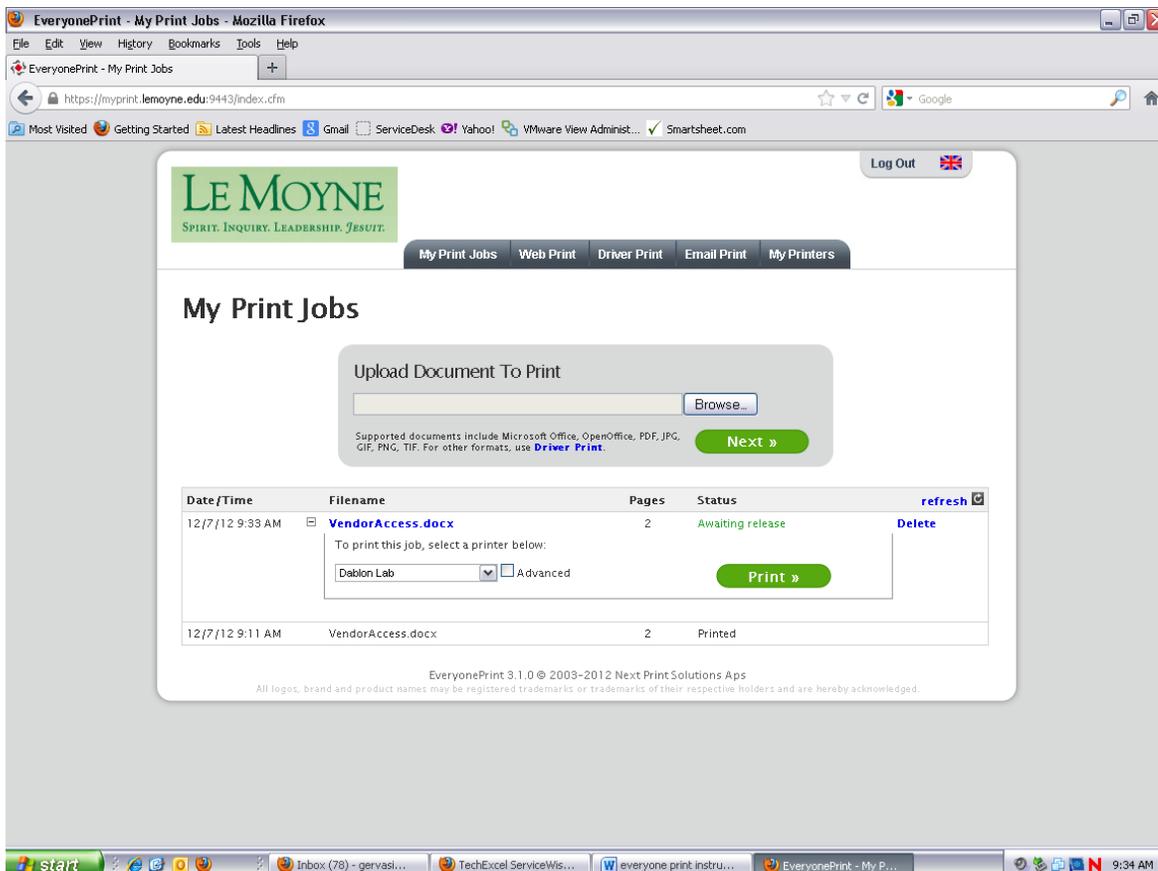
From your browser, enter <https://myprint.lemoyne.edu:9443>. A login screen will appear. Enter your username and password and click Login.



Select the **Web Print** button. This will give you the choice of sending a document or a web page to print.



Click Browse to find the file you want to print, then click Next. Or, enter a web page address and click Next. Briefly, the status will show as **"Awaiting processing"**, then it will change to **"Awaiting release"**.



In the middle of the screen there is a list box with the full list of available printers. Click the drop-down arrow at the right of the box to select your printer. If you want cancel your print job, you may do so at this point by selecting the blue **Delete** button.

You can also indicate how many copies you would like, what pages to print, and if you want to print single sided or duplex. Select the "**Advanced**" check box for these options. Once you have selected your printer and any advanced options, click the green Print button and your document will be sent to that printer. A message will appear that "**Your print job has been sent to the selected printer successfully**":

To create a personalized list of printers:

If you will frequently print to the same printer(s), you can set up a personalized list of printers, making it quicker and easier to select the preferred one. To do this click the button labeled **My Printers**. You'll see the full list of printers available. Check the boxes for all the print queues you want to use. You can also give each one a nickname. Click **Save Changes**. After clicking **Save Changes**, when you go to **My Print Jobs**, you'll only see those printers you have selected.

The screenshot shows a web browser window titled "EveryonePrint - My Printers - Mozilla Firefox". The address bar shows the URL "https://myprint.lemoyne.edu:9443/myprinters.cfm". The page header includes the "LE MOYNE" logo with the tagline "SPIRIT. INQUIRY. LEADERSHIP. JESUIT." and a "Log Out" button. A navigation menu contains "My Print Jobs", "Web Print", "Driver Print", "Email Print", and "My Printers".

A blue callout box on the left says: "Make printing fast and easy by selecting only the printers you normally use!".

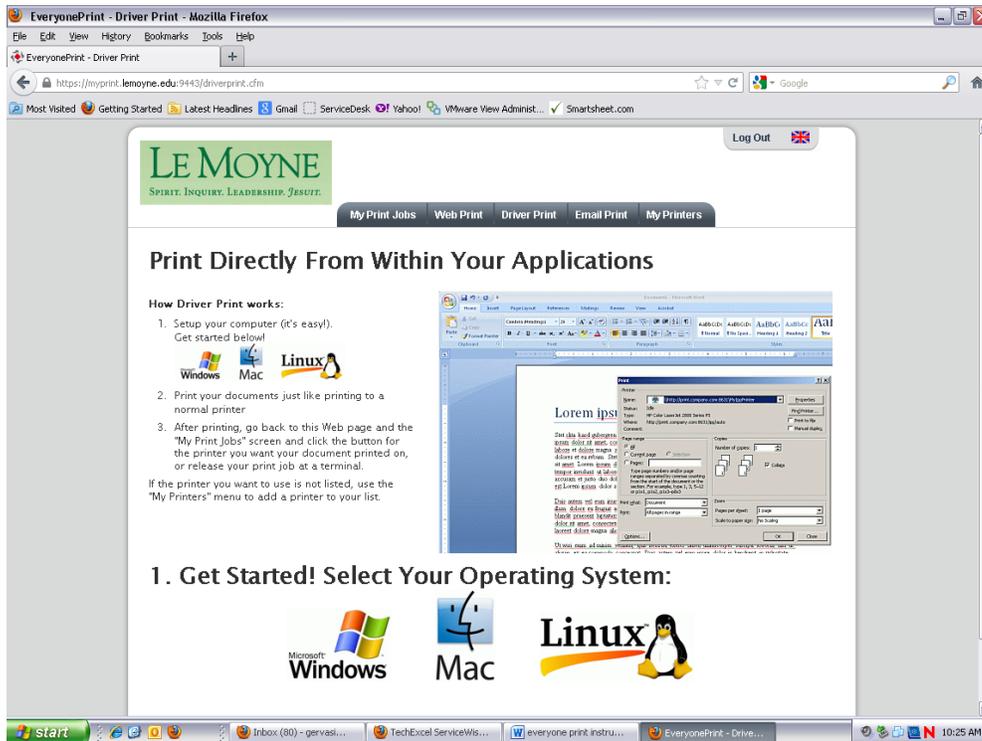
The main content area is titled "My Printers" and contains the following text: "Below are all the printers available to you. If you only use a few of the printers below, you can select them as favorite printers, and even add your own nickname for each, for example 'Printer in blue building'. Then only your favorite printers will show, making it easier to print frequently."

| Favorite | Description: | Your printer nickname (optional): |
|-------------------------------------|--------------------------|-----------------------------------|
| <input type="checkbox"/> | Dablon Lab | <input type="text"/> |
| <input type="checkbox"/> | Foery Lab | <input type="text"/> |
| <input type="checkbox"/> | Library Classroom | <input type="text"/> |
| <input type="checkbox"/> | Library Classroom | <input type="text"/> |
| <input checked="" type="checkbox"/> | Library Cluster | <input type="text"/> |
| <input type="checkbox"/> | Library Cluster | <input type="text"/> |
| <input type="checkbox"/> | Library Patron | <input type="text"/> |
| <input type="checkbox"/> | Library Patron | <input type="text"/> |
| <input checked="" type="checkbox"/> | Mitchell Lab | <input type="text"/> |
| <input type="checkbox"/> | RH239 Communications Lab | <input type="text"/> |
| <input type="checkbox"/> | RH339 Communications Lab | <input type="text"/> |
| <input type="checkbox"/> | RH343 Accounting Lab | <input type="text"/> |
| <input type="checkbox"/> | RH343 Accounting Lab | <input type="text"/> |
| <input type="checkbox"/> | RH439 Classroom | <input type="text"/> |
| <input type="checkbox"/> | RH445 Lah | <input type="text"/> |

When you've finished printing: Click the **Log Out** button at the top of the Web page. It will log you out and revert to a login prompt.

Here's How to Install a Print Driver to Print other Document Types:

To print documents other than those normally supported, install the EveryonePrint printer driver to print from the applications that created them. To do this, log into <https://myprint.lemoyne.edu:9443> and click the button labeled **Driver Print**. You will see this:



Click the icon for the operating system you are using from the group at the bottom of the screen. You will get detailed on-screen instructions for installing the driver.

