



# The Crown College

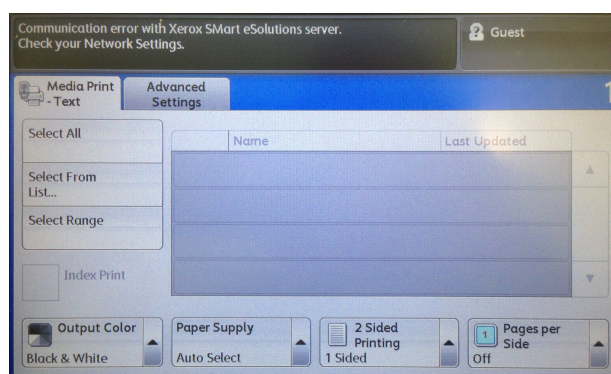
## Student Services Printing Options

There are three ways to print on the Student Services printer:

- 1) From a USB memory stick (thumb drive)
- 2) By using a web browser
- 3) Direct from a PC/Apple laptop

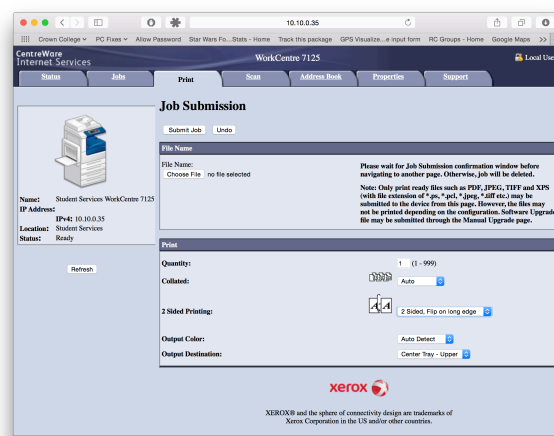
### USB Memory Stick PDF Printing

- 1) Press the Services button, then “Media Print – Text”
- 2) Insert the USB device into the USB port
- 3) Select “Select from list...”, check the files you want to print, then Save
- 4) Choose the options along the bottom of the screen to select color/duplex mode
- 5) Insert your payment card
- 6) Press START and your document(s) will print immediately



### Web Browser PDF Printing

- 1) Connect to the CC-Student or CC-Faculty wireless network.
- 2) Navigate your browser to the address “http://10.10.0.35”
- 3) Click the Print Tab
- 4) Select Choose File, and upload your PDF file to the printer
- 5) Select the desired print options for your document
- 6) Submit the job to the printer
- 7) Insert your payment card and move to the Job Status instructions

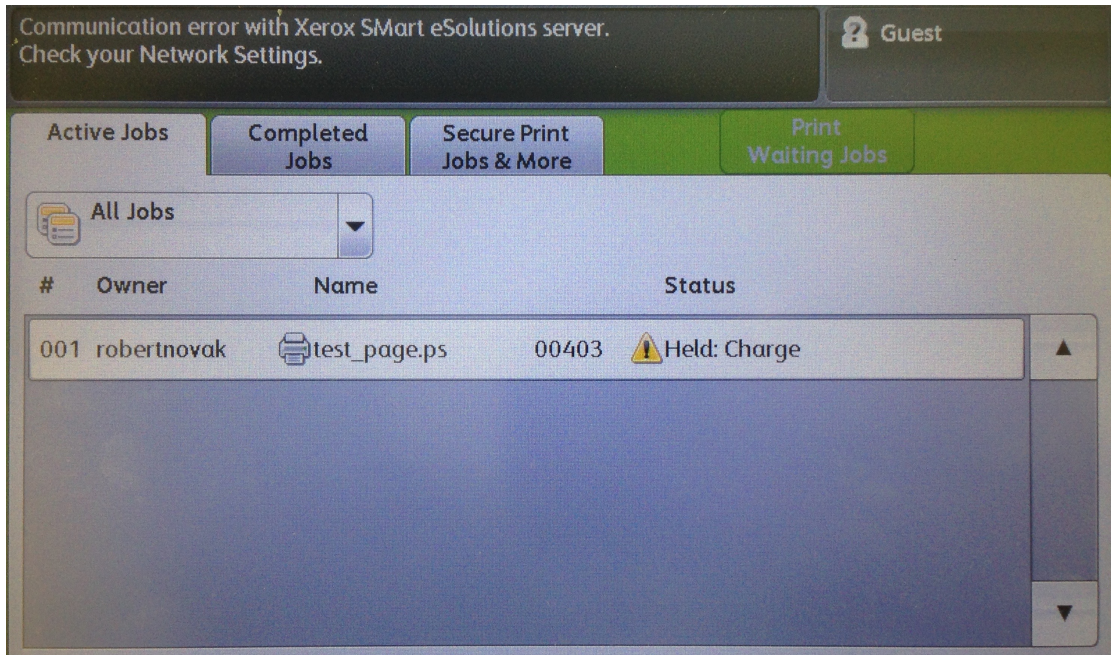


### Direct from PC/Mac Printing

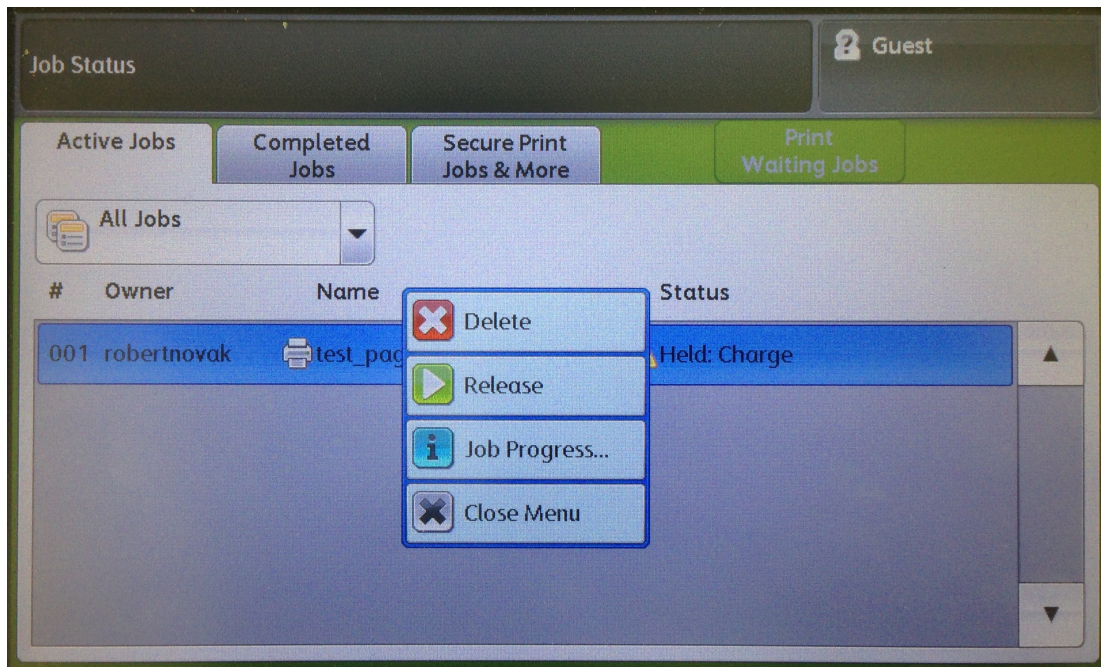
- 1) Obtain and follow the Printer Driver Installation instructions from Moodle or Student Services.
- 2) Print your document to the Student Services printer
- 3) Insert your payment card and move to the Job Status instructions

## Job Status Management

- 1) The printer defaults to this screen, but if it isn't shown, press the Job Status button to the left of the screen.



- 2) The Owner column will contain the name you've given your laptop. Find the job that belongs to you and tap on it.



- 3) Press the Release button to print your document, or Delete to delete it.
- 4) Your card will be charged as each page prints.