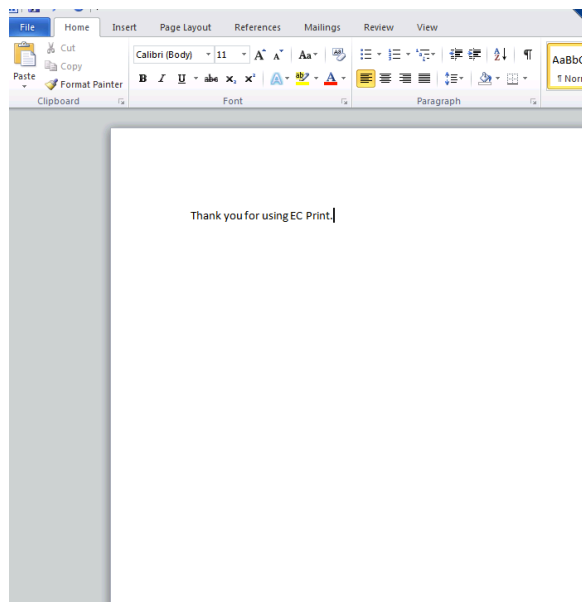


How to Print from Your Computer Using EC Print

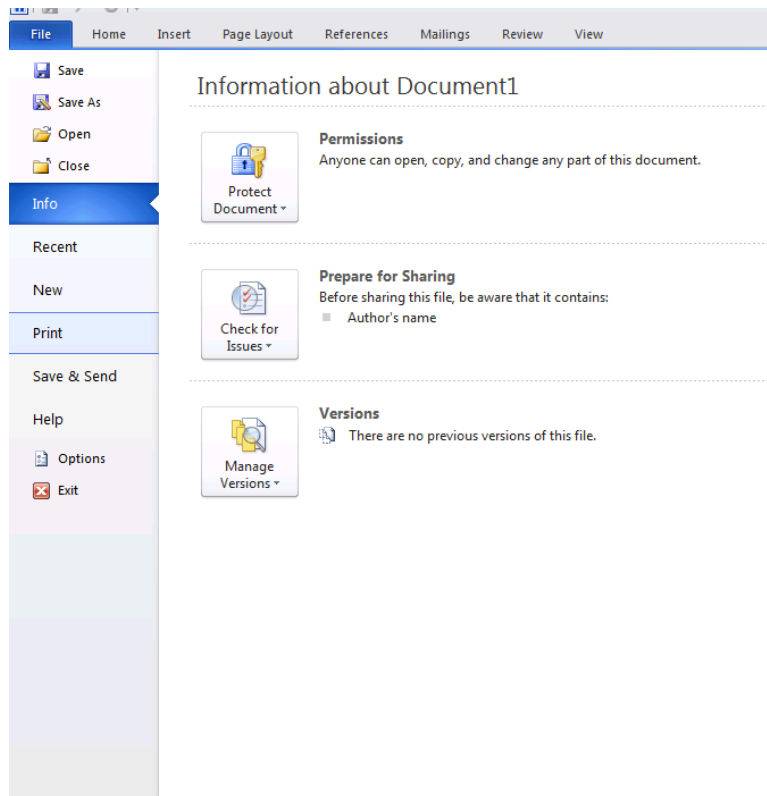
Note: For best results, please refer to the tutorial on setting EC Print as your default printer.

EC Print works exactly like any other local or networked printer you have used in the past. We will be using Microsoft Word as an example in this tutorial, but the method remains the same across all other applications that provide a print option.

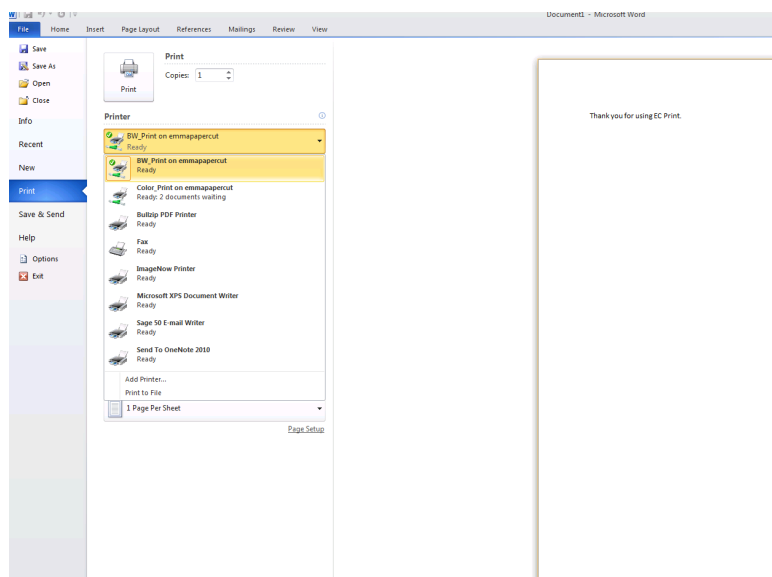
1. Start by opening Microsoft Word. You can use a pre-existing file or create a new document from a Blank Document template.



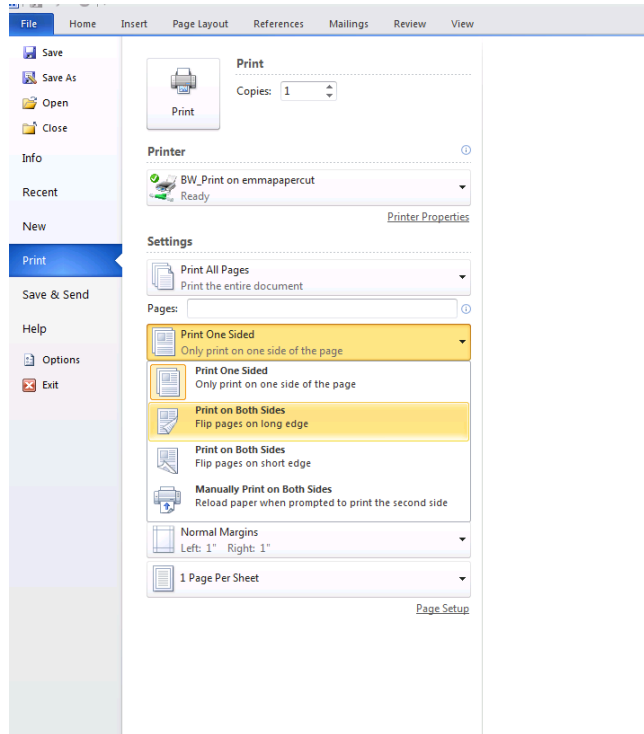
- Next, we will print the file by going to the “File” tab on the top left and then selecting the “Print” option.



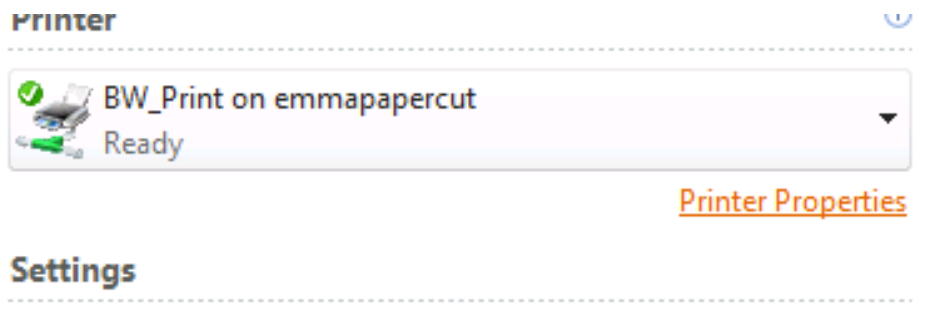
- Ensure that the BW_Print is selected as the printer. This should be the first highlighted option if it is set as your default printer.



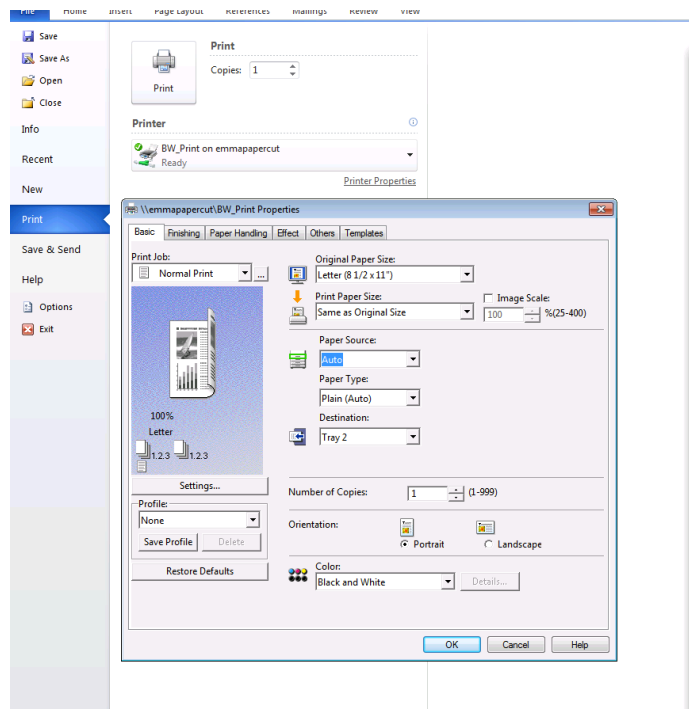
- Under Settings and the Page Selection window, you will see a box that says "Print One Sided". By selecting this box, you will be able to change this setting to print on both sides. We strongly encourage all users to use this feature as common practice.



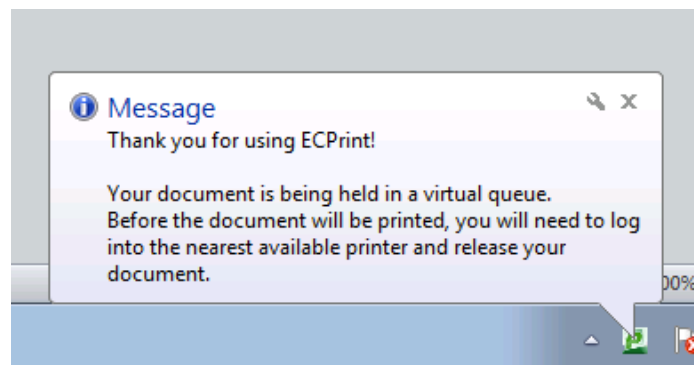
- For more advanced printing options, select Printer Properties below BW_Print.



6. From here, you will be able to select more advanced printer settings including finishing, paper size and paper handling.

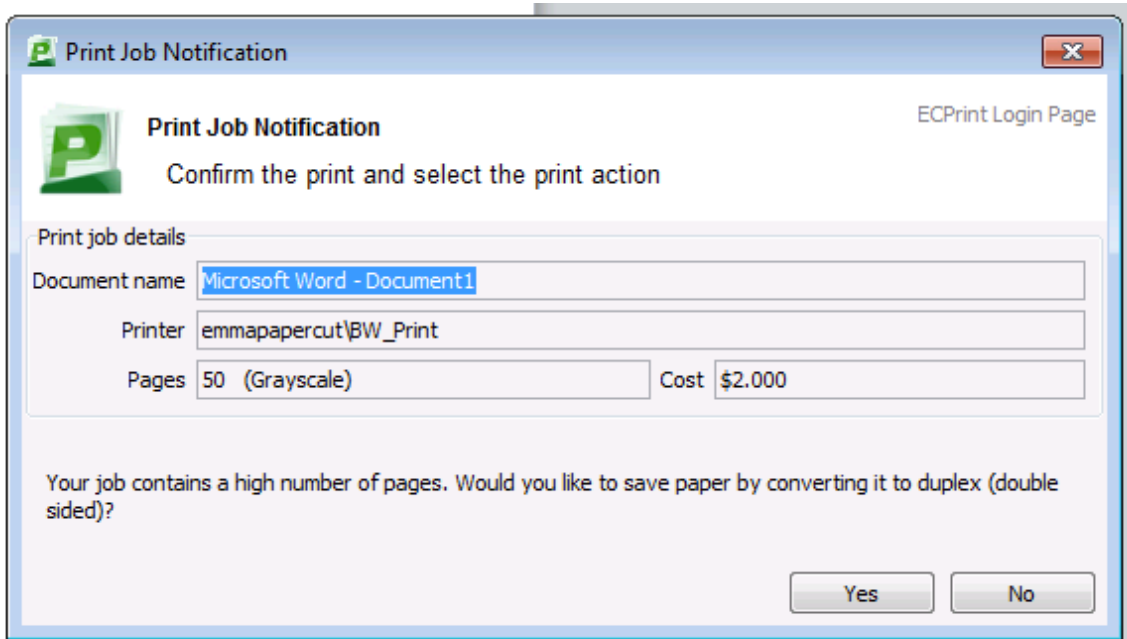


7. Once you have your print job configured, select the print option. You will then receive a notification that your job has been submitted to your personal queue..



8. Once your document has been submitted, you may authenticate at the nearest device to release your print job.

Note: For any single sided job printed over 9 pages, you will receive a prompt asking that you please consider printing double-sided instead.



The image shows a Windows-style dialog box titled "Print Job Notification". The window has a blue title bar with a close button (X) in the top right corner. Inside the window, there is a green icon with a white letter 'P' on the left. To the right of the icon, the text "Print Job Notification" is displayed, followed by "Confirm the print and select the print action". In the top right corner of the window's content area, it says "ECPrint Login Page". Below this, there is a section titled "Print job details" which contains three input fields: "Document name" with the value "Microsoft Word - Document1", "Printer" with the value "emmapapercut\BW_Print", and "Pages" with the value "50 (Grayscale)". To the right of the "Pages" field is a "Cost" field with the value "\$2.000". At the bottom of the dialog, there is a message: "Your job contains a high number of pages. Would you like to save paper by converting it to duplex (double sided)?" and two buttons labeled "Yes" and "No".

Print Job Notification ECPrint Login Page

Print Job Notification
Confirm the print and select the print action

Print job details

Document name: Microsoft Word - Document1

Printer: emmapapercut\BW_Print

Pages: 50 (Grayscale) Cost: \$2.000

Your job contains a high number of pages. Would you like to save paper by converting it to duplex (double sided)?