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

3. 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.
4. 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.

5. 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.

![Advanced Printer Settings](image)

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.

![Notification](image)

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.