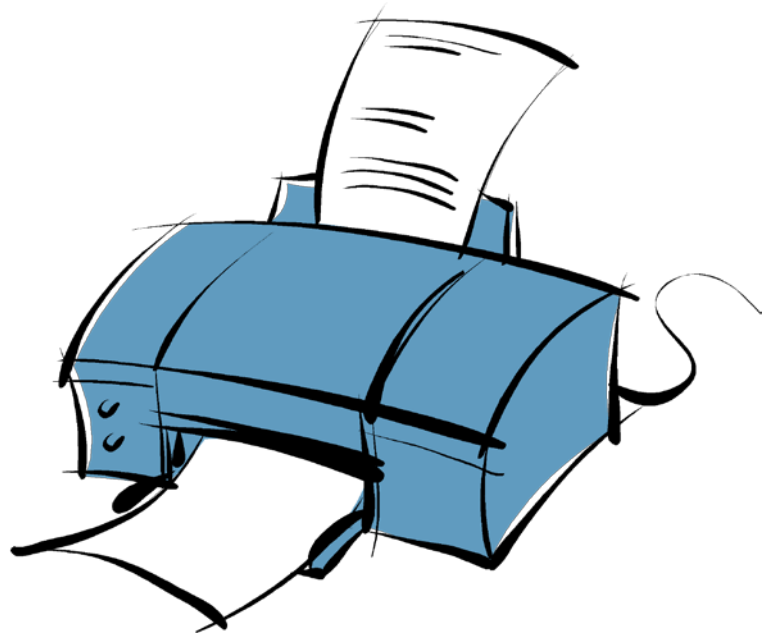


Saddleback College

Student Mobile Printing



Technology Services



HOW TO UPLOAD A PRINT JOB FROM THE INTERNET



Students can now print using a mobile device, tablet or computer

Navigate to the URL

<https://printing.saddleback.edu/myprintcenter>

Log in with your student userid and password credentials. Same ones you use to login to the computers on campus

Secure Login

Welcome to SOCCCD Student Print Center

Username
jsmith

Password
••••••

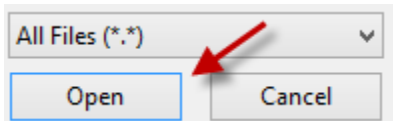
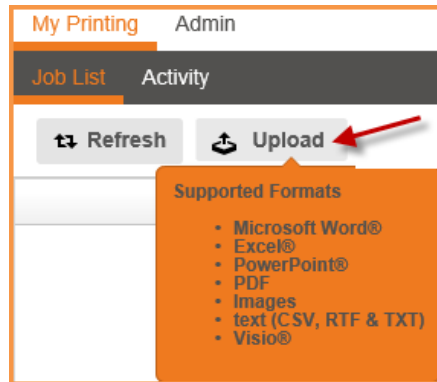
Keep me logged in

Log in

To upload a document to the system, click the “Upload button” and use the Explorer window to navigate to your desired file.

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Select a file and click "Open" to complete the upload



for windows

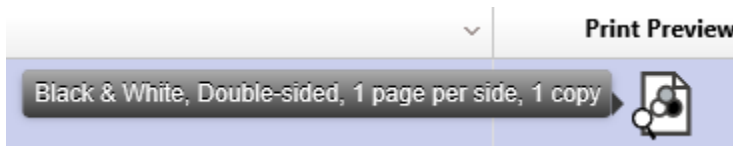
Once the upload is complete, it will be listed under your Job List and you can go to one of the Xerox release stations to print out the document.

In your Job List you will see the document type, title, print preview along with page count, paper required, submission date and cost.

Type	Title	Print Preview
	IBA quick.docx	

Pages	Pieces of Paper	Submitted Date	Cost
2	1	10 seconds ago	\$0.20

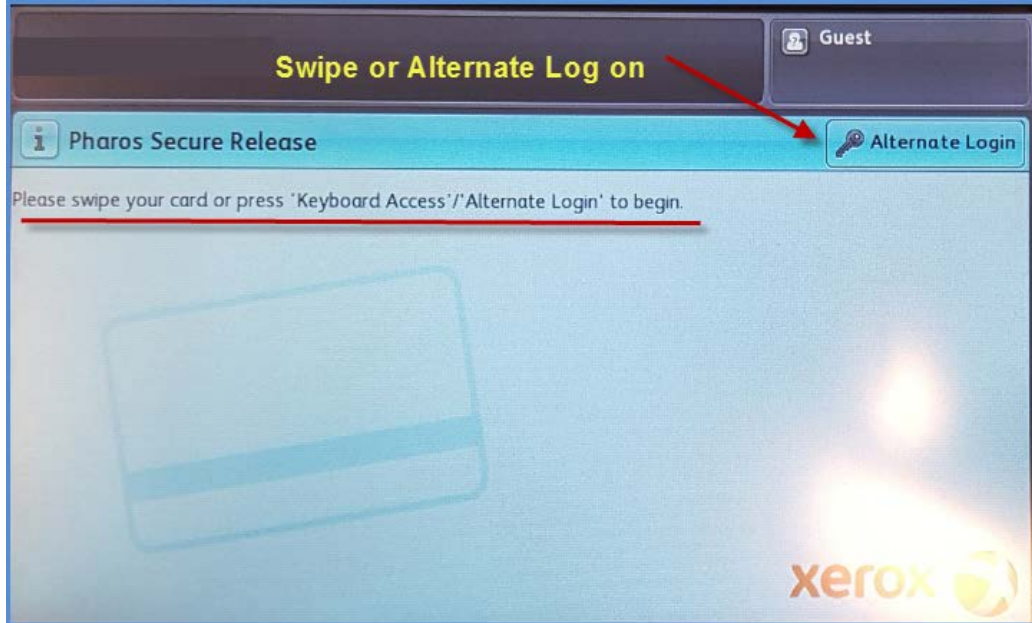
You can hover over the print preview and it will display the file when you click it



HOW TO RELEASE A PRINT JOB

Release stations are located in the Learning Resource Center (2nd and 3rd floors), Lobby of the Student Services Center Building, IMC Lab in the BGS building, and the Computer Science Lab in the Science/Math building.

At the release station, swipe your Student ID or enter your credentials by touching the "Alternate Login" button on the touchpad.

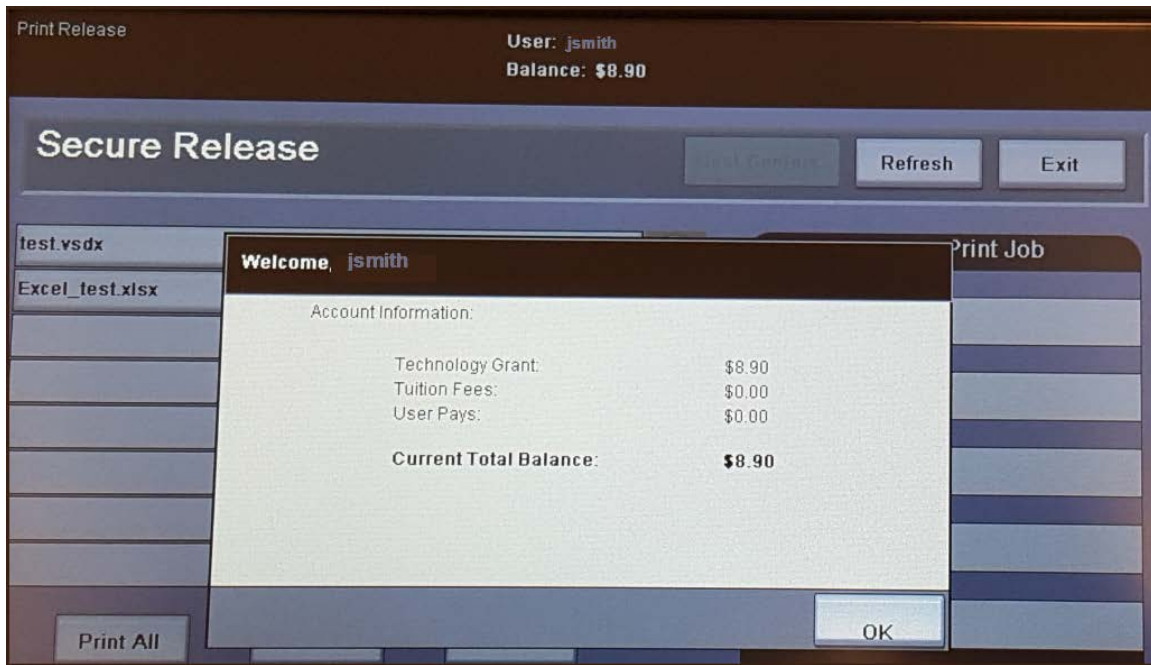


If you have a Student ID card, you have the option of swiping the card at the Release Station

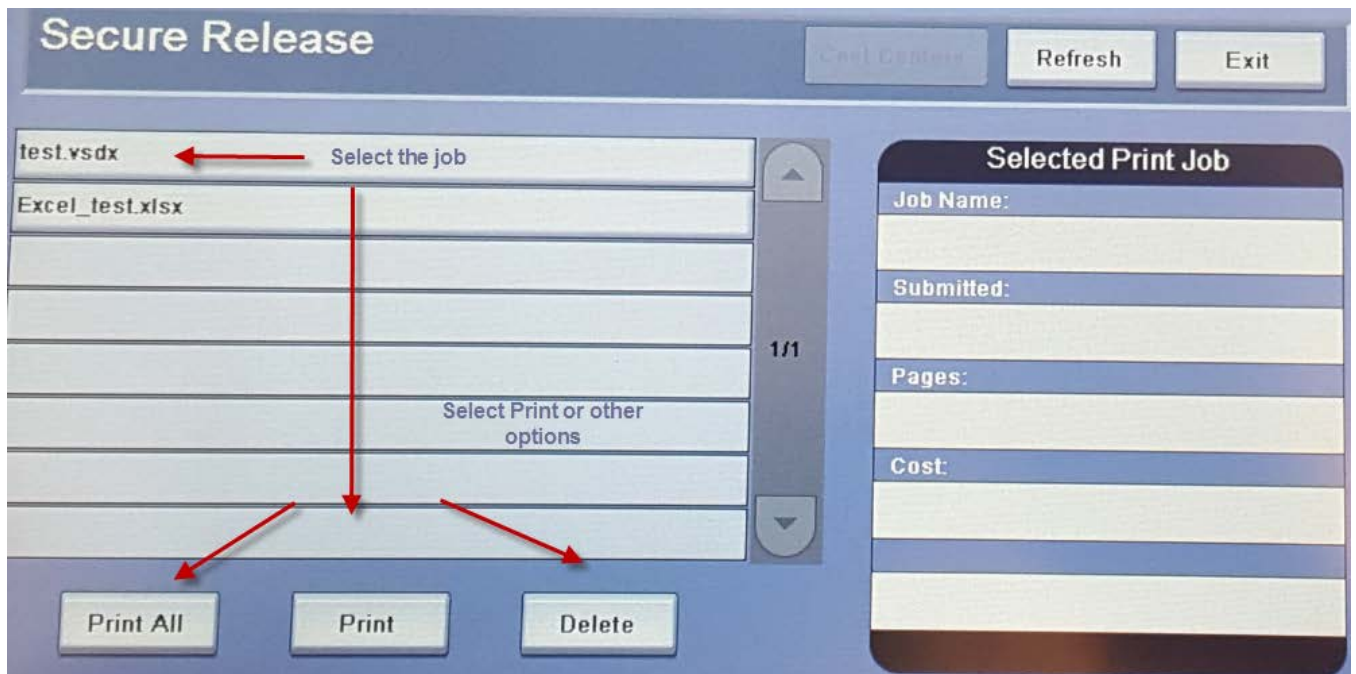


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After logging in, you will see a prompt showing your account balance. When you click 'OK', you will see your list of print jobs.

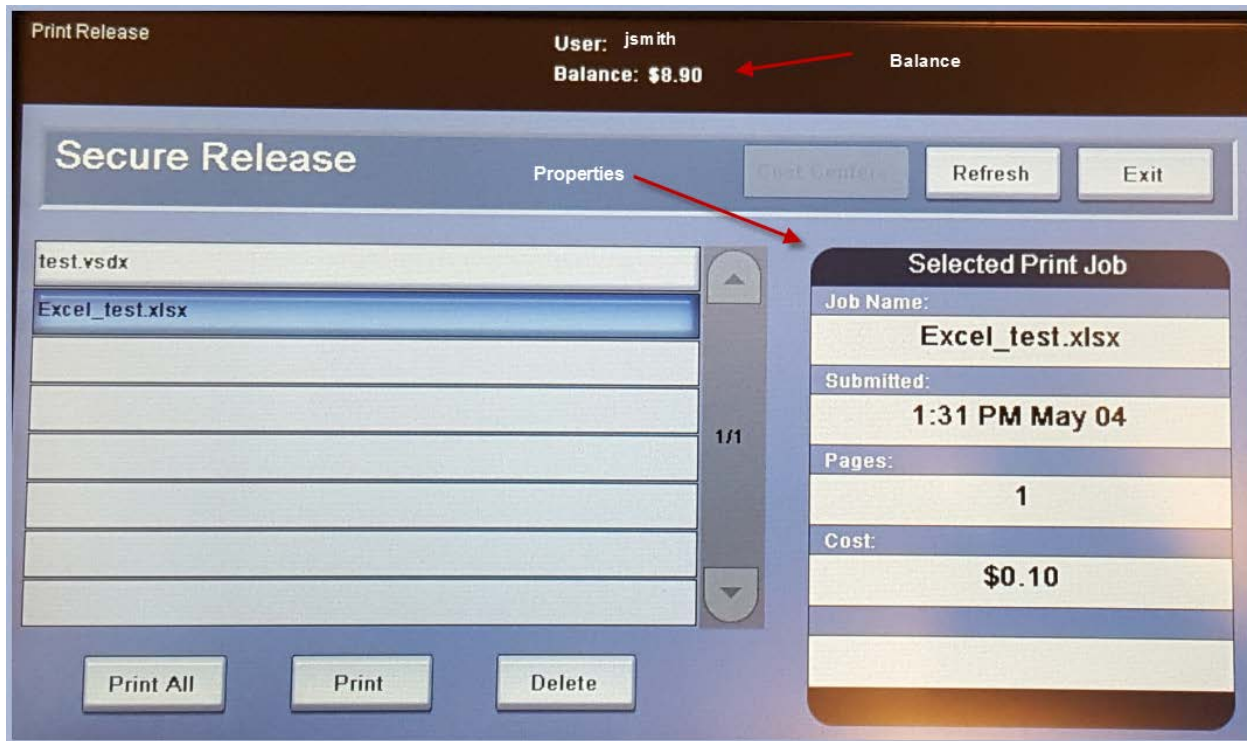


Highlight the job or jobs you would like printed. You also have to option to "Print all or Delete"



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When you select the Print job, it will also display the properties on the right and you can view the balance on your account to pay for the print jobs. After you press "Print" **Click on Exit to Log out**



HOW TO ADD FUNDS TO YOUR ACCOUNT

Mobile Printing requires you to have funds available

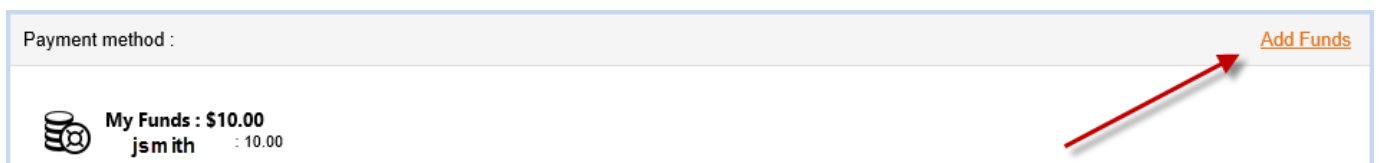
Adding funds to your account is simple

Navigate to the URL

<https://printing.saddleback.edu/myprintcenter>

Log in with your student userid and password credentials. Same ones you use to login to the computers on campus

Select Add Funds on the bottom of the screen



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The pop up window will appear—toggle to the amount you want to add.
Check that you agree and **understand no refunds issued.**

Add Funds **Select the toggle to enter the amount**

Amount \$10.00

Transaction Fee \$0.00

Total \$10.00

I agree to pay the total above and that all payments are final.
I understand that no refunds will be issued.

Select Continue to Payment and Fill out the Billing Information.

Fill out the billing Information, name, address, email etc.

Billing Information

* Required field

First Name *
Jane

Last Name *
Smith

Your Order

Total amount \$5.00



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Select the Card Type and continue to fill in the Information that will be charged to your account.

Payment Details

* Required field

Card Type *

 Visa 

 MasterCard

Card Number *

Expiration Date *

Printing on Campus has never been so easy.

