STEP 4: SEND TO PRINT

When you see the screen below, click "Hold job in queue".

Print Manager Plus®
WebAdvantage Suite

Print Job Confirmation

Your job is ready to be printed.

Printer: WifiPrinter
Total Pages: 2
Job Cost: $0.00

CF Service Indicators in W

⏸ Hold Job In Queue ✕ Cancel | 🖨 Log Out
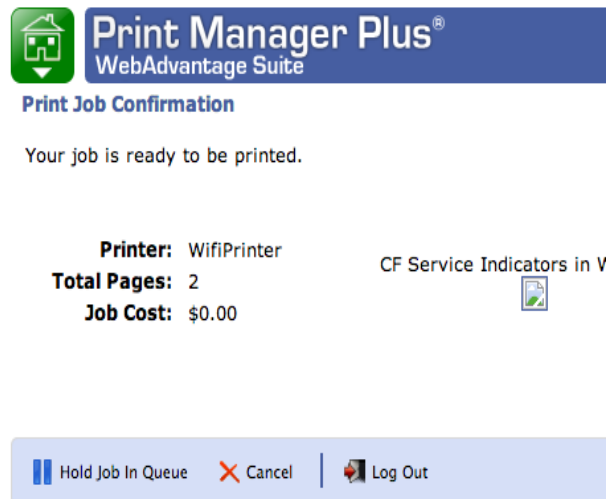
You will be redirected back to the main screen. Select **Log Out**

STEP 5: RELEASE TO PRINT

Head over to the Tech Center (NAC 1/301) to release your document from the Wi-Fi printing release station and then pick it up from the printer.

You may print using your Android smartphone or tablet and (with the WebAdvantage app) your iPad. For iOS, download the "Print Manager" app on iTunes. For Android, download the app on the Google Play Store.

If you experience problems with any of the steps, please go to the Service Desk in NAC 1/301 or call 212-650-7878.

Attention iPad Users

To use WebAdvantage on your iPad, download the free app from the Apple store and visit **http://goo.gl/2FIWFD (or scan the QR code below)** for PDF with full instructions

WEB PRINT @ CCNY
PRINT A FILE OVER
CCNY WI-FI

CCNY is pleased to offer students a printing service which allows them to print documents through a web interface. With their username and password, CCNY students can remotely and securely submit, resume or delete print jobs over the Wi-Fi, and then release them to print using the Webprinting Station located in the Tech Center in NAC 1/301.

CUNY — The City University of New York

The City College of New York

STEP 1: LOG IN

Go to https://webprinting.ccny.cuny.edu and log in using your email credentials.

User Name: jsmith
Password: your email password

🔒 Log In

If your account is not found by the system, visit **https://accountlookup.ccny.cuny. edu/** to verify email address and/or reset your password.

STEP 2: PRINT

At the Print Manager screen, **Click the Print button**

Print Manager Plus®
WebAdvantage Suite   Primary Balance: Unlimited

Credits   Print   Release   History   Settings
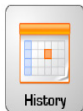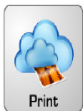
Log Out

STEP 3: UPLOAD

Upload your document and print by following the steps below.

Choose a document by clicking **Upload New File**

Print Manager Plus®
WebAdvantage Suite   Primary Balance: Unlimited

Choose a Document

Select **Save for printing later** or **Print document now** from the drop down menu

1. Selected Document: **Administrative Template CCNY.xlsx**

🔍 Upload New File...   📄 Select A Different File...

Save document for printing later
✓ Print document now

Supported Types
PDF Documents   (.pdf)
Images   (.jpg, .gif, .png, .tif, .bmp, .wpf, .emf)
Documents   (.doc, .docx, .txt, .rtf, .wps)
Spreadsheets   (.xls, .xlsx, .csv)
Presentations   (.ppt, .pptx)

Choose a Printer

2. Printer: WifiPrinter   **Ready - 1 jobs in queue**

Printer Details: Prints Color: No
Prints Duplex: Yes

Printing Options

3.
Copies: 1

Select option

Page range: ⦿ All pages
○ Odd pages
○ Even pages
○ These pages:

Color: ☑ Print document in color   Pages per sheet: 1

Click next

Print on: ⦿ One side of page
○ Both sides, flip vertically
○ Both sides, flip horizontally

Paper tray: ○ Use default tray: Automatically Select
⦿ Auto select based on document size
○ This tray: Automatically Select

➡ Next   📄 Log Out