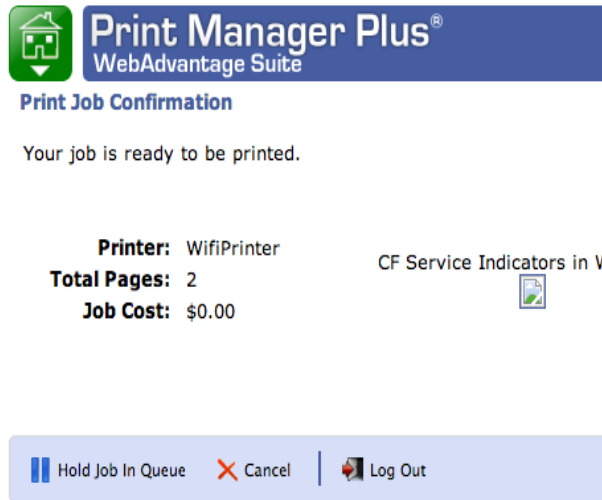


STEP 4: SEND TO PRINT

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



You will be redirected back to the main screen. Select **Log Out**

STEP 5: RELEASE TO PRINT

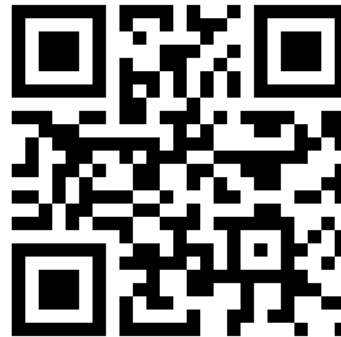
Head over to the Tech Center (NAC 1/301) to release your document from the Wi-Fi printing release station and then pick it up from the printer.

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.

STEP 1: LOG IN

Go to <https://webprinting.ccnycuny.edu> and log in using your email credentials.



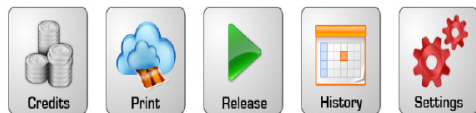
User Name:
Password:

Log In

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

STEP 2: PRINT

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



Log Out

STEP 3: UPLOAD

Upload your document and print by following the steps below.



Choose a Document

1.

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

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

Upload New File... Select A Different File...

Save document for printing later
 Print document now

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

Primary Balance: Unlimited

Supported Types

PDF Documents (.pdf)
Images (.jpg, .gif, .png, .tif, .bmp, .wfp, .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:

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

Color: Print document in color

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

Select option



Pages per sheet:

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

Click next

Next Log Out