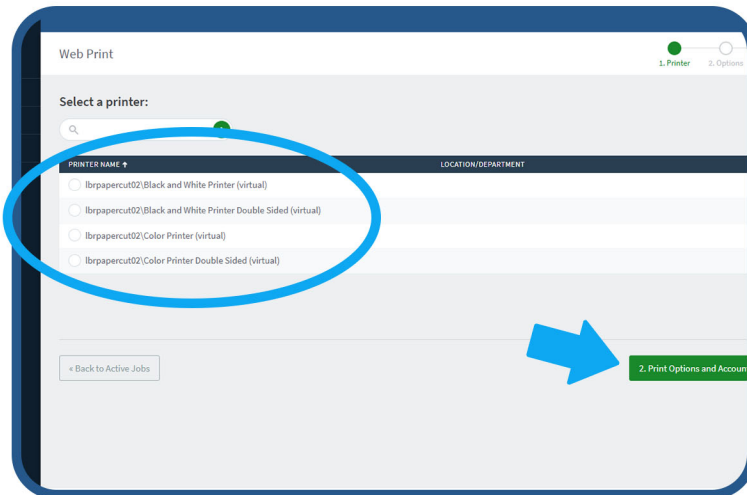


## Step 1

This is the first screen you see when you open the web link to print.

Click the “Submit a Job” button.

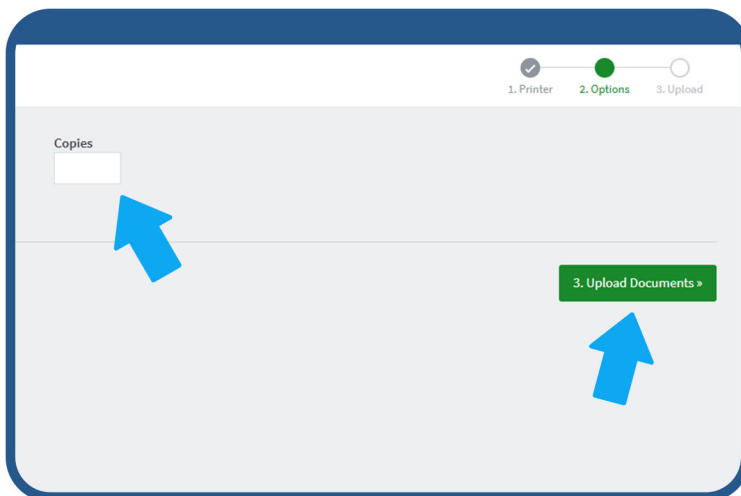


## Step 2

Next, you will see print copy selection options for colour or black and white.

Select the radio button on the left for single-sided or double-sided for either colour, or black and white.

Press the “Next Print Options” button.



## Step 3

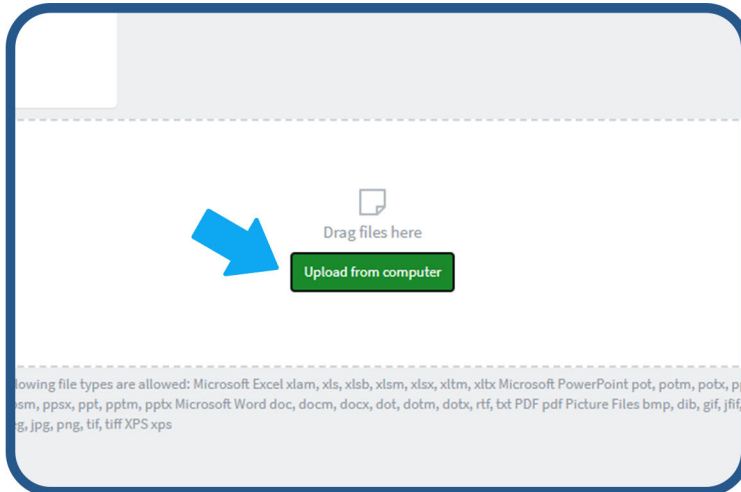
Enter the number of copies to print to a maximum of 99.

Press the “Upload Document” button to continue.

## Step 4

Click the "Upload from computer" button to find and upload file(s).

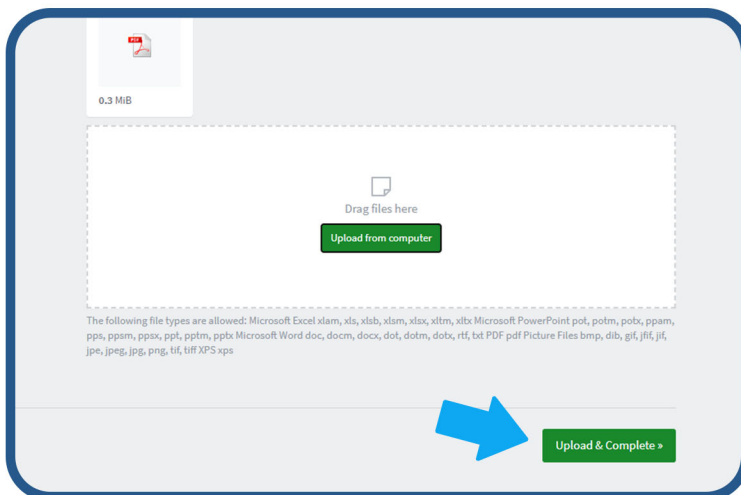
The computer's file manager will open and allow for the upload.



## Step 5

The document(s) are now uploaded.  
The document title(s) and file type(s) should be visible.

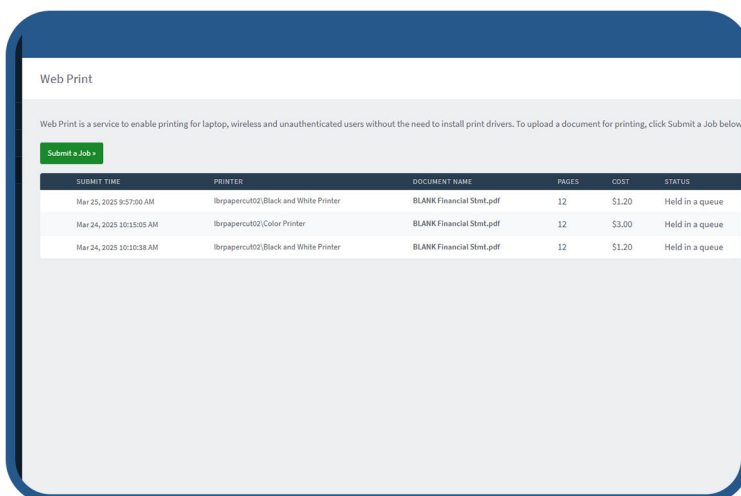
Press Upload and Complete.



## Step 6

The final screen is a summary of previous print jobs, status, price and time you have to release the print(s).

When the file(s) is uploaded, close the browser or upload a new file for additional printing.



Sample summary for reference. Details above will differ each use.