How to Print from your Wireless Device through a web browser

Overview

You can print some documents from your mobile device (smartphone, tablet, laptop) using your web browser (Chrome, FireFox..) to submit the print job.

Requirements

1. Your device also needs to be connected to the KCTCS Guest or Employee Wireless.
2. The document(s) you want to print must be in one of the **supported file formats: Microsoft Excel, Microsoft PowerPoint, Microsoft Word, PDF, Picture Files (print option must be set (duplex, color, layout) when document is saved other-wise the printer defaults will be used.**
Defaults are: Maysville Ricoh Web Print – BalackWhite (black / duplex)
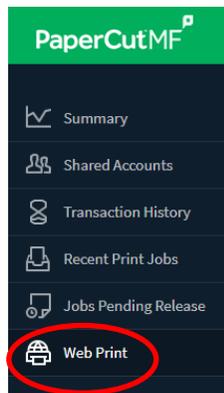**Maysville Ricoh Web Print – Color (color / duplex)**

Instructions

For this example, assume that you selected the printer Maysville Ricoh Find Me Printers.

1. In your Internet browser Navigate to https://my-myprint-1:9192/app

2. Log in using your KCTCS credentials.
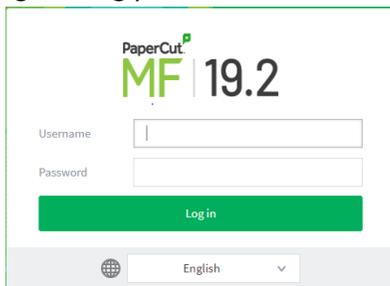
3. In the Summary menu select Web Print

4. Select - Submit a Job.

5. Select Printer:

Select a printer:

PRINTER NAME ↑	LOCATION/DEPARTMENT
◉ my-myprint-1\Maysville Ricoh Web Print - BlackWhite (virtual)	
○ my-myprint-1\Maysville Ricoh Web Print - Color (virtual)	

« Back to Active Jobs   2. Print Options and Account Selection »

6. Select Print options and Account Selection.

Web Print

Options	Copies
	1

Account to Charge	◉ Charge to my personal account
	○ Charge to shared account
	Account Select the shared acc

7. Select upload Documents

Upload

Select documents to upload and print

Drag files here

Upload from computer

The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsm, xlsx, xltm, xltx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

« 2. Print Options   Upload & Complete »

8. Select documents to upload and then select upload and complete.

-

Upload & Complete »

9. When complete submitted documents will appear in list, and can be retrieved at any of the campus MFPs.

Submit a Job »

	SUBMIT TIME	PRINTER	DOCUMENT NAME
	Jun 1, 2020 11:15:45 AM	my-myprint-1\Maysville Ricoh Web Print - BlackWhite	MYC_New Trial_Ag
	Jun 1, 2020 11:13:31 AM	my-myprint-1\Maysville Ricoh Web Print - BlackWhite	MYC_New Trial_Ag