Printing Instruction for Mac and PC

Gettysburg College

- 1. Open a browser and go to http://www.gettysburg.edu/printing
- 2. Type in your username and password and click log in



3. Select your printer

<u>n</u>		C+ Log Out
Step 1 - Choose a Printer Step 2 - Document I	nformation Step 3 - Print Options Job Submissi	ion
Step 1 - Choose a Printer 👔		
Display 10 🕈 records per page		Search:
Printer Name	1 Department Name	11 Details
REFERENCEFS9530DN	Library Main Floor	٩
GLAT011LAB4015-PCL	Glatfelter RM011	٩
GLAT014LAB4015-PCL	Glatfelter RM014	٩
LIBRARYGRNDFLFS9530DN-2	Library Ground Floor	٩
LIBRARYGRNDFLFS9530DN-1	Library Ground Floor	٩
GLAT201LAB4015-PCL	Giatfeiter RM201	٩
PLANKLAB4515N-PCL	Plank RM111	٩
WESTRM101M506	West Building RM101D	٩
MCCREARY204LABM608-PCL	МсСтеату RM204	٩
		Previous 1 Next
	Conversions @ 2016 DeletariOn All elabor reconned	

4. Click the browser button and navigate to the file you want to print

	C• Log Out
Step 1 - Choose a Printer	Step 2 - Document Information Step 3 - Print Options Job Submission
Select your document and op	ntions
Selected Printer: Document ? Web Page ? Copies ? Page Range ?	REFERENCEFS9530DN Choose File No file chosen
Another Printer	CONTINUE
	Copyright © 2016 PrinterOn. All rights reserved.

5. Once your file is selected, click open

	≡ 💷 🚟 マ 📄 Folder	\$	\bigcirc	Q Search
Favorites	Today			
Recents				
Coud Drive				
Applications	DOCX			
Desktop	DocumentToPrint			
Documents				
Downloads				
Creative Cloud				
Devices				
Remote Disc				
📃 Flash Player 🔺				
📃 Flash Player 🔺				
Tags				
Media				
Options			Cancel	Open

6. Click continue

	C• Log Out
Step 1 - Choose a Printer	Step 2 - Document Information Step 3 - Print Options Job Submission
Select your document and op	ptions
Selected Printer: Document (2) Web Page (2) Copies (2) Page Range (2)	REFERENCEFS9530DN Choose File DocumentToPrint
Another Printer	CONTINUE
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7. Click continue to print your document

Step 1 - Choose a Printer Step 2 - Document Information Step 3 - Print Options Job Submission Page Settings Selected Printer: REFERENCEFS9530DN	ntion Step 3 - Print Options Job Submission
Page Settings Selected Printer: REFERENCEFS9530DN	
Selected Printer: REFERENCEFS9530DN	
Paper 🕜	
Duplex Double Sided (long)	
Orientation 🕢 As Saved	Preview