

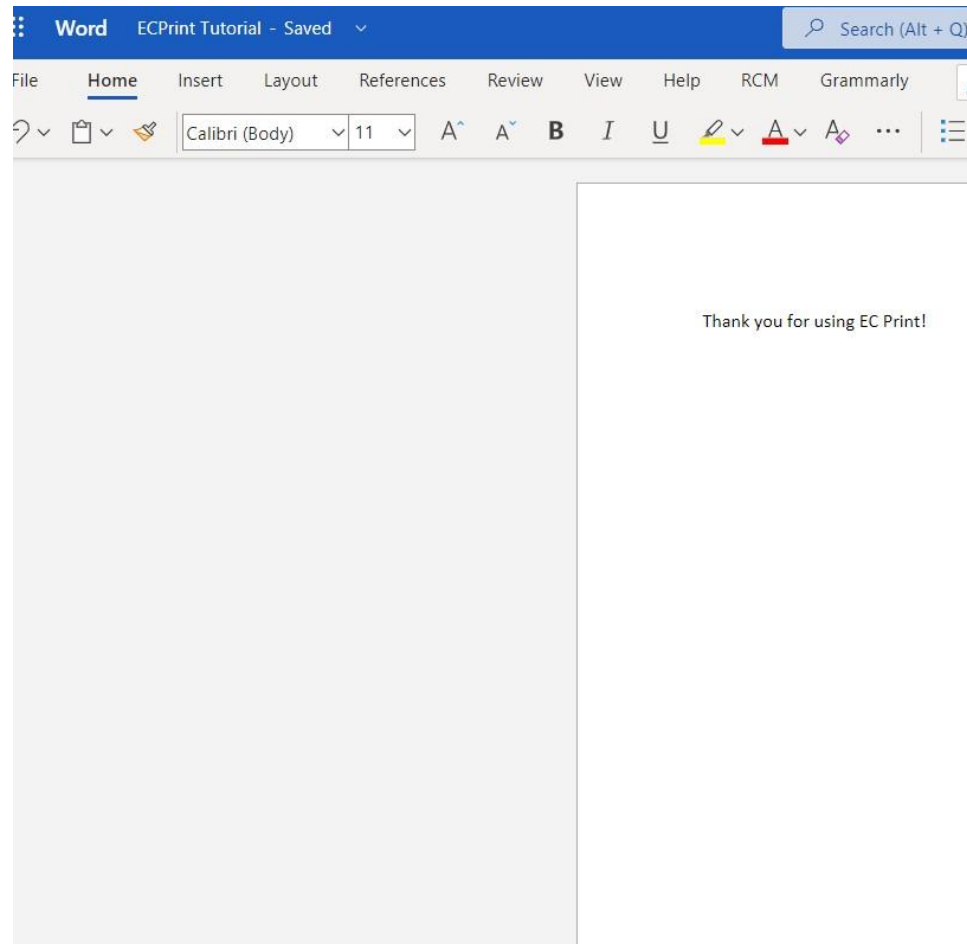


How to Print from your Computer Using EC Print

Staff and Faculty

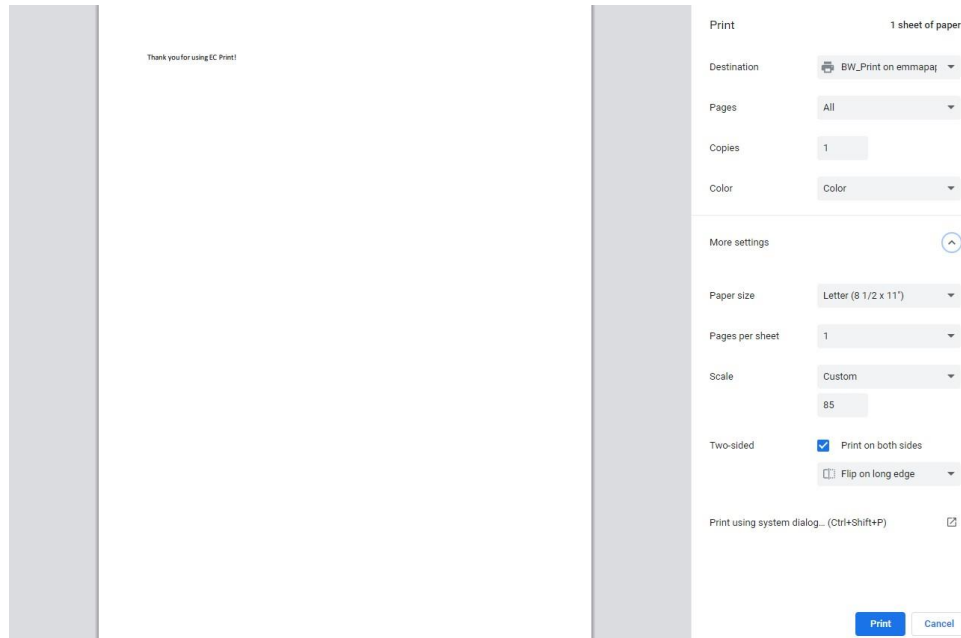
EC Print works exactly like any other local or networked printer you have used in the past. We will be using Microsoft Word as an example, but the method remains the same across other applications.

1. Open the document you would like to print and select “File,” located in the top right corner



- a.
2. Select Print on the right side

3. Ensure that BW_Print is selected as highlighted printer, and adjust settings accordingly



4. Once the document has been submitted, you can log in to the nearest printer to release the job