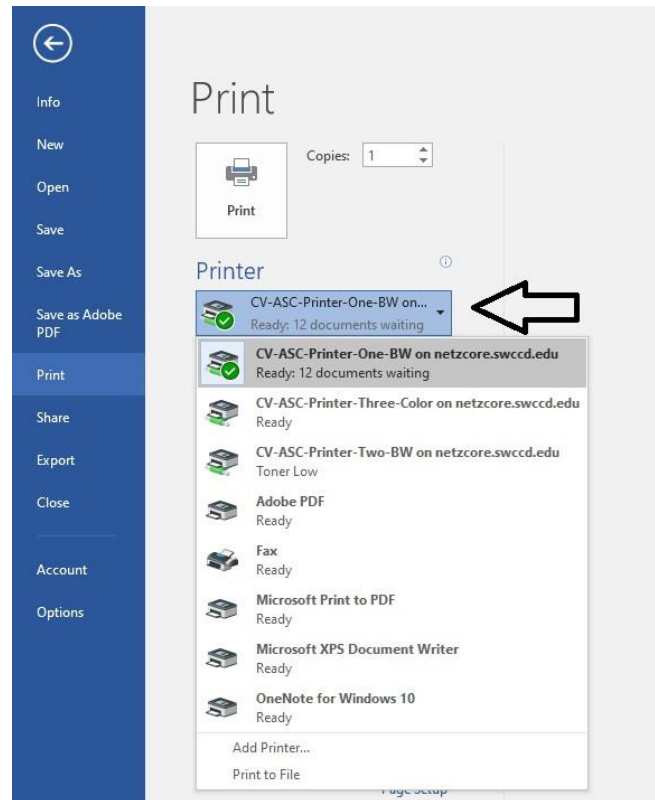


## Southwestern College Student Printing

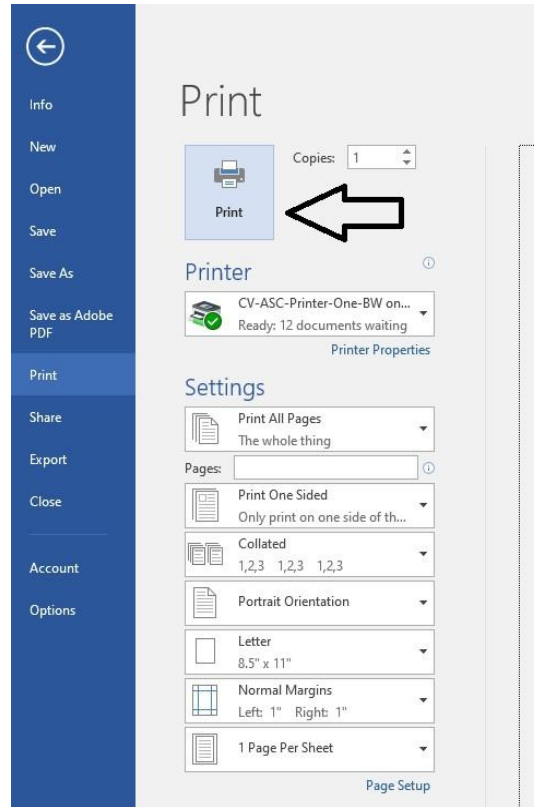
This guide is for students who are printing from a SWC Computer

### Getting Started

1. Select the print menu option in your application, a print dialog box appears (similar to the image below).
2. Under the Printer pulldown box, note the default printer. Your print job will be sent to this printer unless you change it. The options will vary based on the lab you are in. If you want color printing, make sure to select the color printer in the dropdown menu.

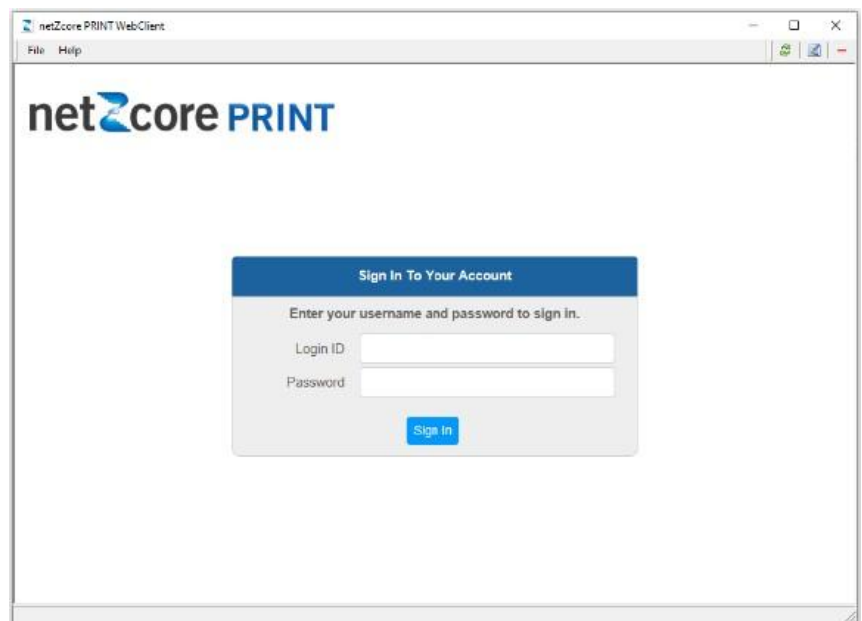


3. Once you have selected the desired printer and any other options, click the Print button



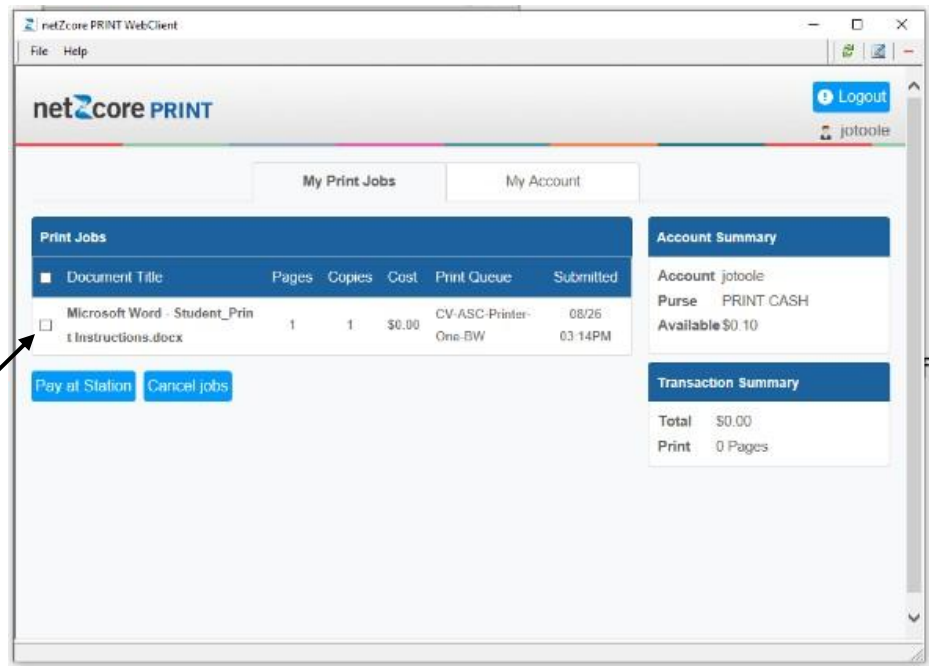
## Logging into your SWC Print Account

4. Next, enter your Southwestern College MySWC Login ID and your MySWC Password. Click **Sign In**



5. If successful, you will see this screen. If not, please enter your correct MySWC username and Password.

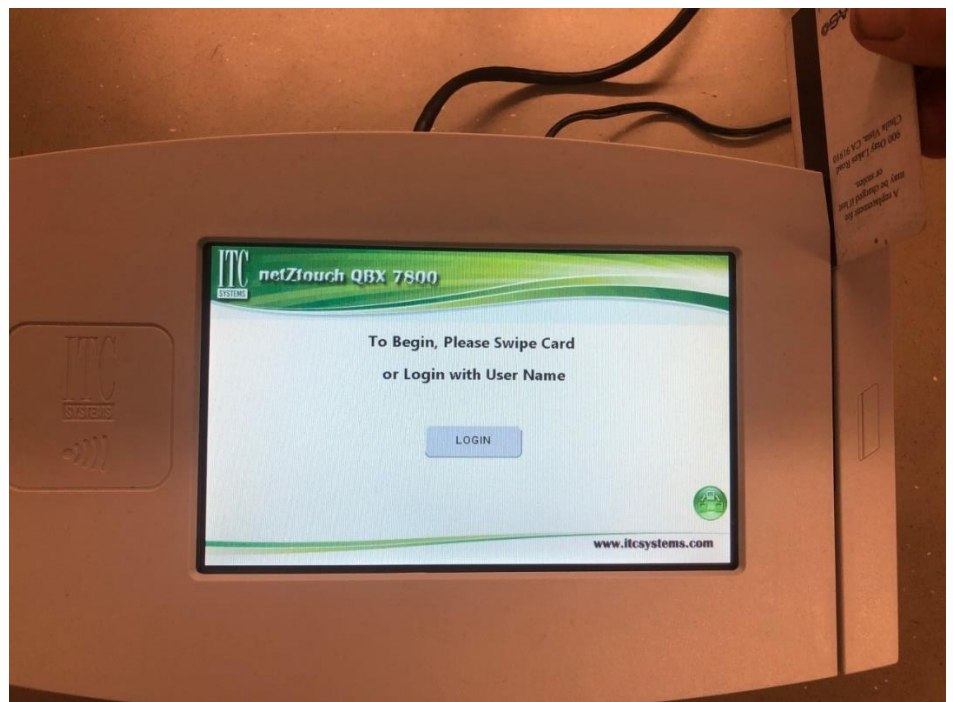
**\*Note: Do not check this box! Your print job will not show up in your print queue if this is checked.**



At this point, your print job has been sent to the printer you selected in **Step 2**. Click the Logout button. \*Note - You will be logged out after 2 minutes of inactivity.

## Visit the Printer you selected and log in

6. At the print release station, login by swiping your SWC Student ID card with the magnetic strip facing to the left (see image), or by tapping the Login button and then typing in your MySWC username and password.



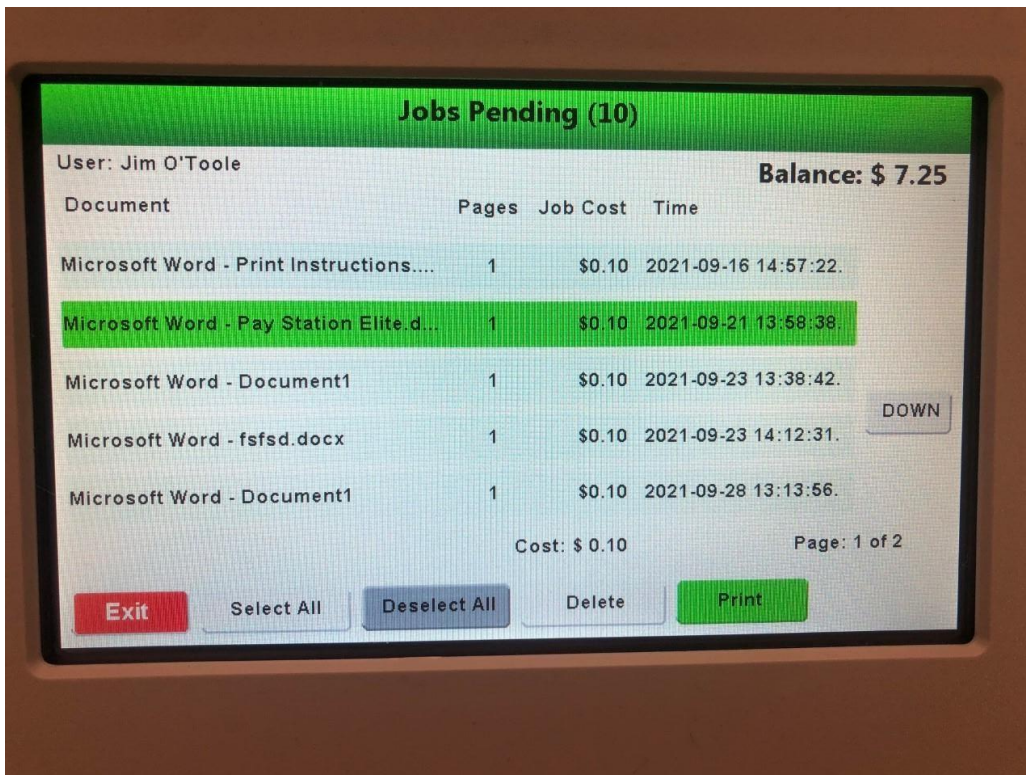
7. Once you have successfully logged into your account, a screen will appear showing all available print jobs associated with your SWC print account (see image below).

## Printing your Document

8. Using the touch screen, tap the document that you wish to print.
9. Your print job and the print button will both turn green.

**\*Note** - If the Print button remains grey, you don't have enough funds in your account, and you will need to visit a PayStation Elite (accepts bills, coins, and debit/credit card).

10. Press the Print button.



11. Make sure to touch the **red Exit** button to logout.

## netcore Print Page attributes

**My Print Jobs** tab has all your print jobs that are still active and available, along with your account summary and transaction summary.

netcore PRINT

Logout jotoole

My Print Jobs My Account

**Print Jobs**

Document Title	Pages	Copies	Cost	Print Queue	Submitted
<input type="checkbox"/> Microsoft Word - Document1	1	1	\$0.00	CV-ASC-Printer-One-BW	08/31 12:16PM
<input type="checkbox"/> request.pdf	1	1	\$0.00	CV-ASC-Printer-One-BW	08/31 12:18PM
<input type="checkbox"/> Microsoft Word - Document1	1	1	\$0.00	CV-ASC-Printer-One-BW	08/31 12:35PM
<input type="checkbox"/> Microsoft Word - Student Cloud Printing Instructions.docx	4	1	\$0.00	CV-ASC-Printer-One-BW	08/31 02:58PM
<input type="checkbox"/> Microsoft Word - Document1	1	1	\$0.00	CV-ASC-Printer-One-BW	08/31 03:13PM

Cancel jobs

**Account Summary**

Account jotoole  
Purse PRINT CASH  
Available \$0.10

**Transaction Summary**

Total \$0.00  
Print 0 Pages

**My Account** tab contains account and balance information, as well as your print job history, discarded job history and transaction history.

netcore PRINT WebClient

File Help

netcore PRINT

Logout jotoole

My Print Jobs My Account

**Account**

User ID jotoole  
Name O'Toole, Jim  
eMail jotoole@swccd.edu

**Balances**

Purse	Balance	Overdraft Available
PRINT CASH	\$0.10	\$0.00

Print Job History Discarded Job History Transaction History

Document Title	Pages	Cost	Submitted	Printed	Printer
[No Title]	4	\$0.00	08/31 02:56PM	08/31 02:59PM	CV-ASC-Printer-One-BW
[No Title]	4	\$0.00	08/31 01:43PM	08/31 01:43PM	CV-ASC-Printer-One-BW
[No Title]	1	\$0.00	08/26 03:14PM	08/31 12:20PM	CV-ASC-Printer-One-BW
[No Title]	4	\$0.00	08/31 01:43PM	08/31 01:43PM	CV-ASC-Printer-One-BW

4 print jobs Clear Titles