

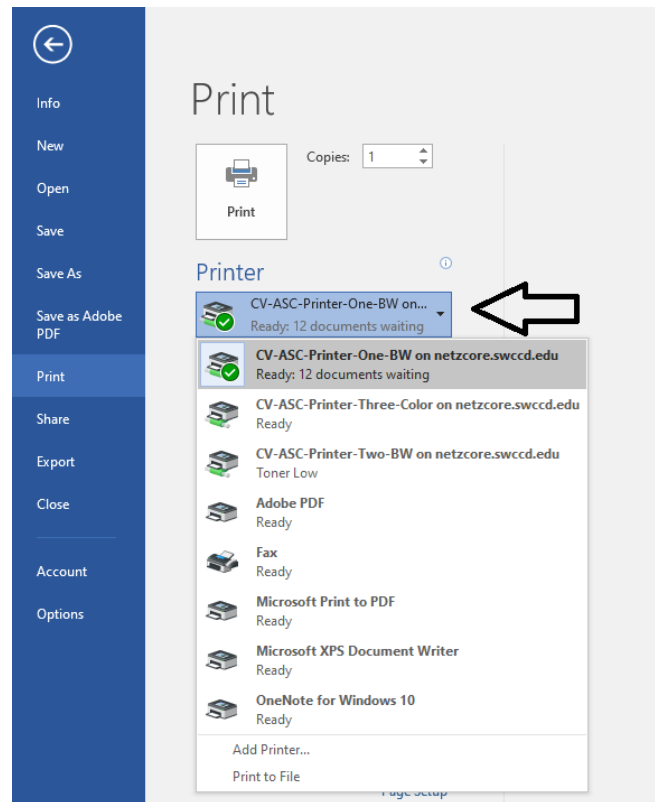
Southwestern College Student Printing

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

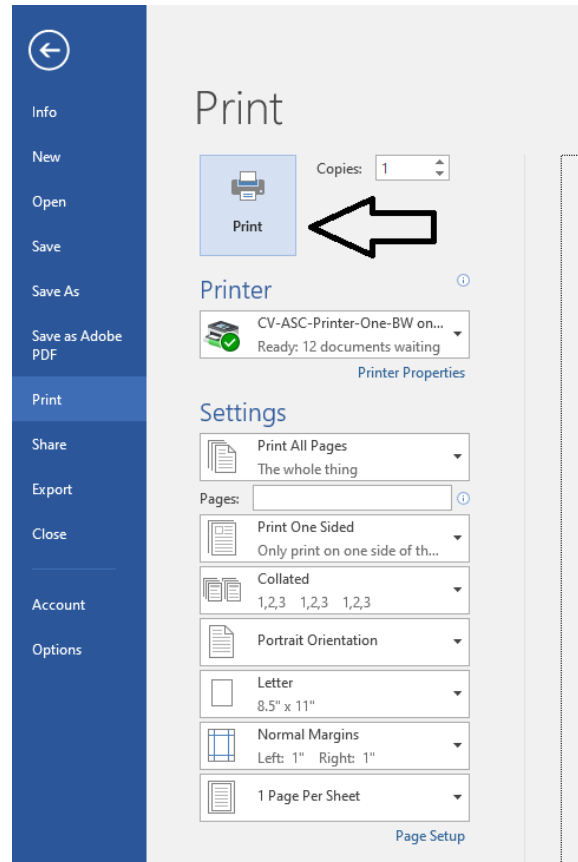
Getting Started

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 drop-down menu.

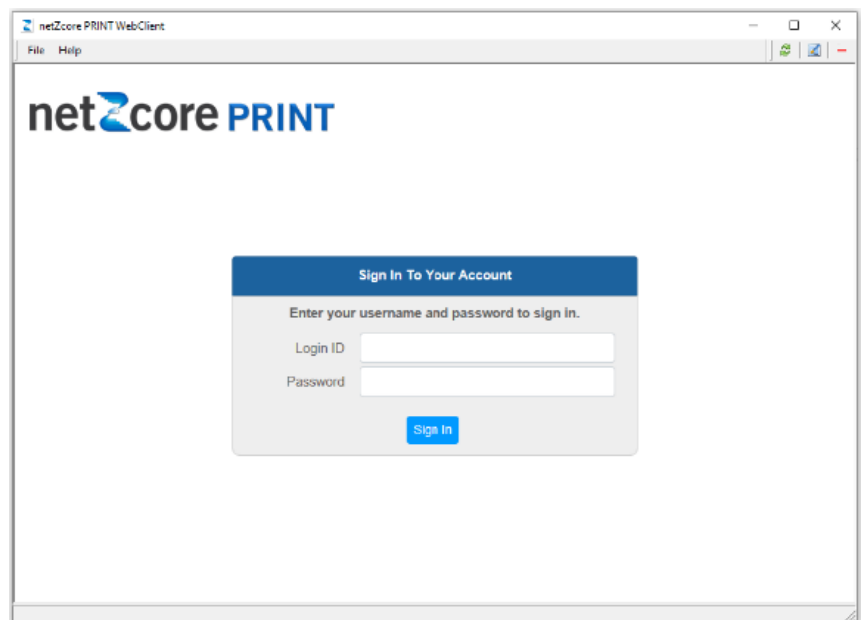


3. Once you have selected the desired printer and any other options, click the Print button

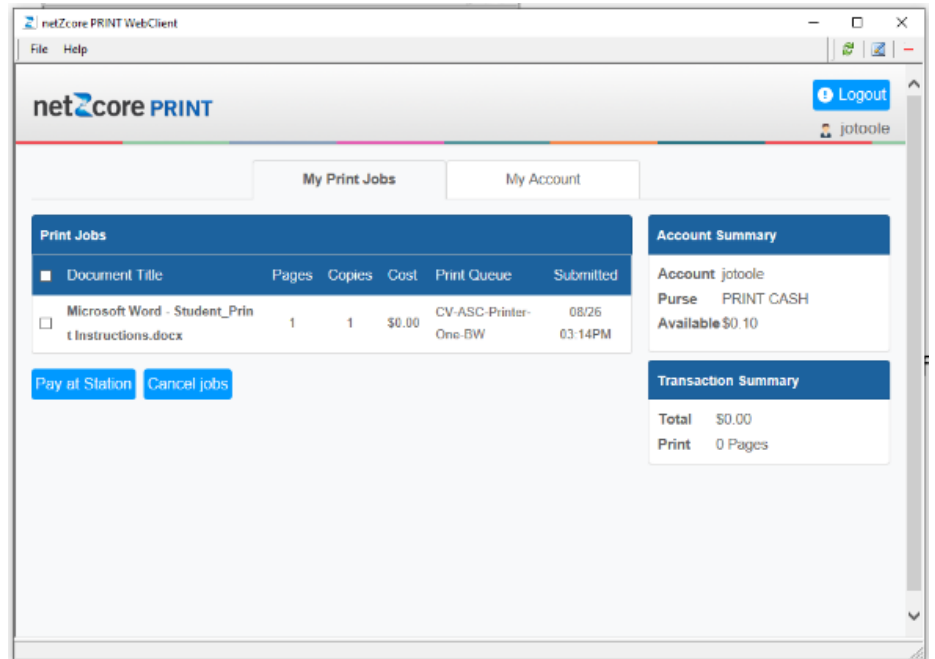


Logging into your SWC Print Account

4. Next, enter your Southwestern College MySWC Login ID and your MySWC Password. For **Guest Users**: enter your guest User Name and password after creating your account. To do this, view the "SWC Guest User Guide for Printing." Click **Sign In**



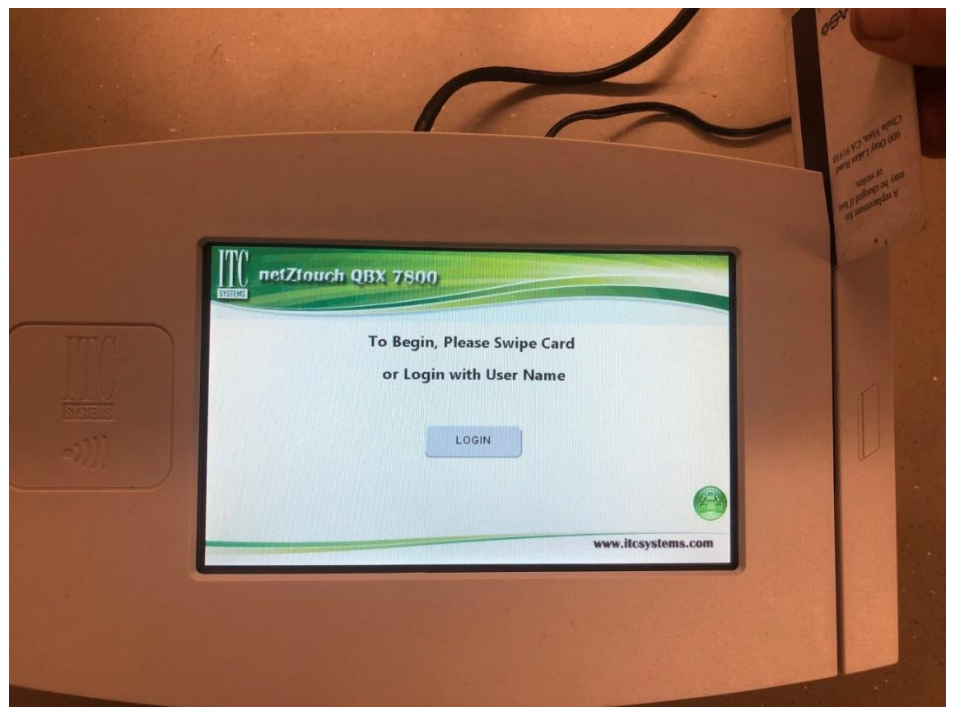
5. If successful, you will see this screen. If not, please enter your correct MySWC User Name and Password.



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 User Name and Password



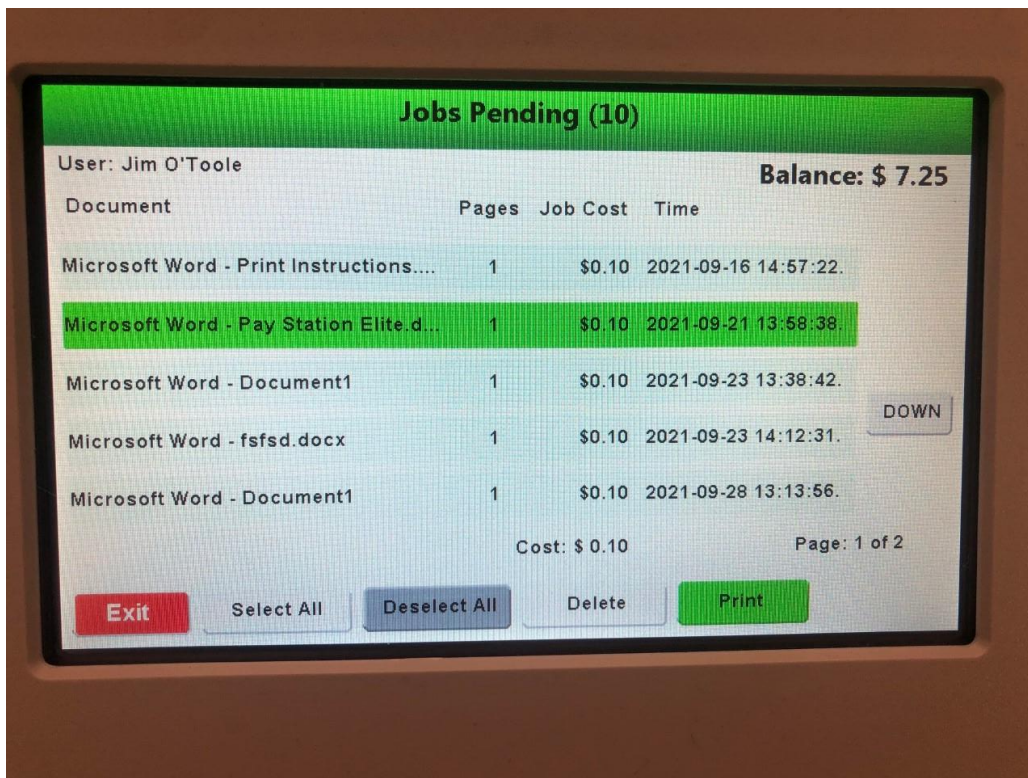
7. Once you have successfully logged into your account, a screen will appear showing all available print jobs associated with your SWC account (see image below).

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

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.

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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

4 print jobs [Clear Titles](#)