Overview:

Below are instructions using MyPrinting with Windows.

How to print using Windows:

1. Print as you normally would from the application.
2. A dialog box will prompt you to enter your WVU username and a job description. If you are using a print/departmental card, enter the nine digit number printed on the front of the card for your username.

![Print Job Details](image)

3. Click **Print** at the bottom of the dialog box.
4. Pick any available Bizhub machine in the building.
5. Swipe your Mountaineer ID Card on the card swipe located on the right side of the machine.
6. At the menu touch the **Print** button.

![Print](image)

7. Highlight the documents you want to print by touching them. A yellow box will appear on the print jobs you have selected.

![Print Jobs](image)

8. Press the **Start** key to print the selected documents.
9. Press the **Access** button to logoff the machine.

### How to print in color:

First check to see if your printing location supports color printing [here](#).

1. Print as you normally would from the application.
2. Select **Printer Properties** and select the **Quality** tab at the top.
3. Under **Select Color**, change the setting from **Gray Scale** to **Auto Color**.
4. Click **OK**.

### How to print on both sides of the page:
1. Print as you normally would from the application.
2. Select **Printer Properties** and select the **Layout** tab at the top.

3. Change the **Print Type** to 2 Sided.
4. Click **OK**.

**How to print on different size paper:**

1. Print as you normally would from the application.
2. Select **Printer Properties** and select the **Basic** tab at the top.
3. Under **Original Size**, select one of the following page sizes:
   - 8 1/2x11
   - 8 1/2x14
   - 11x17

4. Click **OK**.