

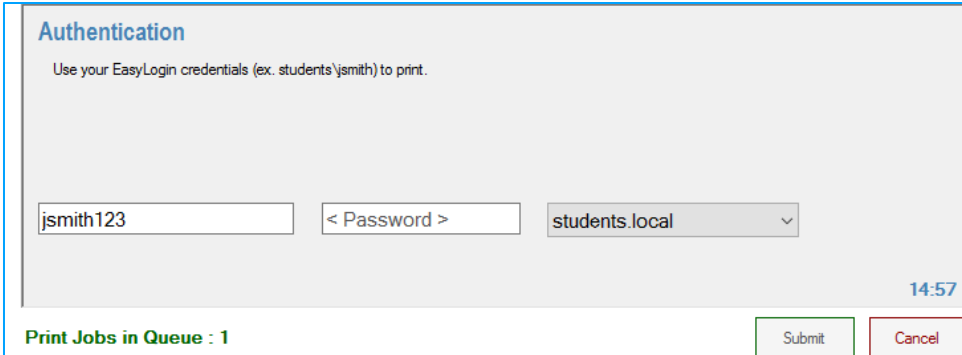
Printing, Copying & Scanning at MCC

Printing: All MCC registered students have the ability to print in the Library/Learning Commons and in the open Student Lab located on the upper floor of the Student Center, above the MPR, near the Student Senate and CAB offices.

Both areas offer black & white as well as color printing.

All registered students are automatically provided a printing stipend. When printing using one of the MCC Student Computers in these two areas, simply provide your EasyLogin Username and Password when prompted and the cost of the print job will be deducted from your printing stipend.

When prompted to authenticate, use your EasyLogin Username and Password.



Authentication

Use your EasyLogin credentials (ex. students\jsmith) to print.

jsmith123 < Password > students.local

Print Jobs in Queue : 1

Submit Cancel

14:57

Copying Documents: A coin-operated photo copier is located to the right of the Learning Commons Computer Lab 268M.

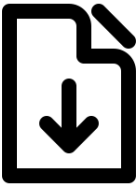
Scanning Documents & Images: A flatbed scanner and computer are located to the left of the librarian's office by the Learning Commons Computer Lab 268M.

Helpful Hints & Best Practices for Printing at MCC

Wireless printing is not available at MCC. If you have files on your laptop, please email them to yourself or copy them to a USB drive. Then use the MCC computers in Library/Learning Commons or upstairs in Open Student Lab area near the Student Senate and CAB Office to print your documents/files.

Always download the document/file to computer before printing. Many times, printing from an internet browser tab causes errors so instead...

- Look for the Download Icon to download the document/file. The default download location is the Downloads Folder.
- Double click on the downloaded document to open it and then click on File & Print.



When printing upstairs in the Open Student Lab area, identify if document/file to print is black & white or color by clicking on the File; Print and the Printing Preferences button. This will determine your per page printing charge (auto-deducted from your Printing Stipend provided at beginning of each semester you are registered to take classes).

Printing directly from Google Docs, Sheets, etc causes problems so always download the document/file to the MCC computer before printing.

- Click on File; Select Download As; Chose option to automatically open file.
- Once file opens, print following instructions above.

Printing pdf documents being viewed within Firefox or other Internet Browser App. Many times, printing from an internet browser tab causes errors so instead...

- Look for the Download Icon to download the document/file. The default download location is the Downloads Folder.
- Double click on the downloaded document to open it and then click on File & Print.

Running out of Printing Stipends Funds at the end of the semester? Speak to one of the Library Staff to learn what your options are.