

How to create a print job?

1. Click the Choose File button and select the file you want to print.
2. Type how many pages is the file you want to print.
3. Select a size.
4. Type how many copies per page.
5. Choose a color.
6. Add notes(optional)
7. Click the Submit button.

How to view my past print jobs?

1. Go to print request window.
2. Click the Request History button.

How to know the price of printing?

1. Go to PriceList.

How can I edit my profile printing?

1. Go to Profile.
2. Select Edit.
3. Edit your profile.
4. Save your edit.