How to Print from the Web Using a Personal Computer

How to Print from the Web

1. Use MSMwireless for internet connection
2. Go to https://printquota.msmary.edu
3. Enter your MOUNT username and password (Same as email)
   a. Username-You may need to enter your full email address or just the first part @email.msmary.edu
   b. Password-Please use the same as email
4. Go to the Web Print tab on the left side
5. Click Submit a Job, located to the right
6. Select a library printer:
   a. mountprinthp\LibCirculation_HP (.05 cents Black and White)
   b. mountprinthp\Library_Color_50cent (.50 cents Color)
7. Scroll down the screen and click step 2, Print Options and Account Selection
8. Enter the number of copies you would like
9. Click step 3, Upload a Document
10. Click Upload and Complete to submit your document for printing
11. Go to the front desk and have your paper released
12. You cannot print double sided when you using the print portal

If you have any questions or problems please ask a librarian or the main desk.