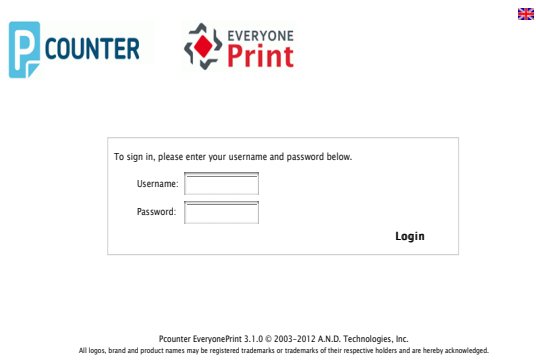


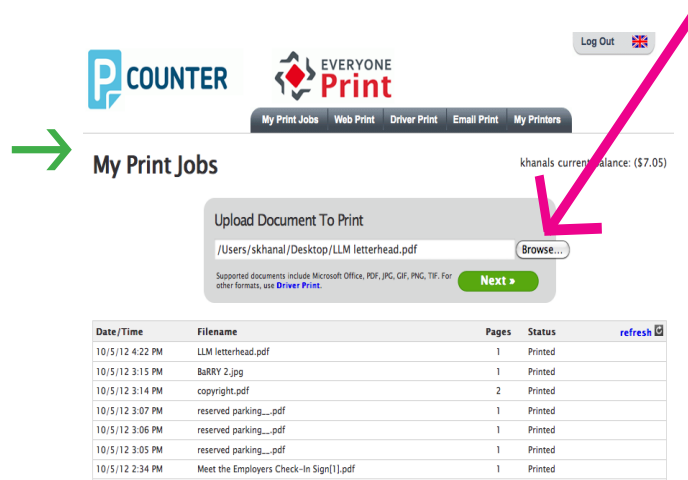
STEP 1

Login to <https://hclprint.uchastings.edu>



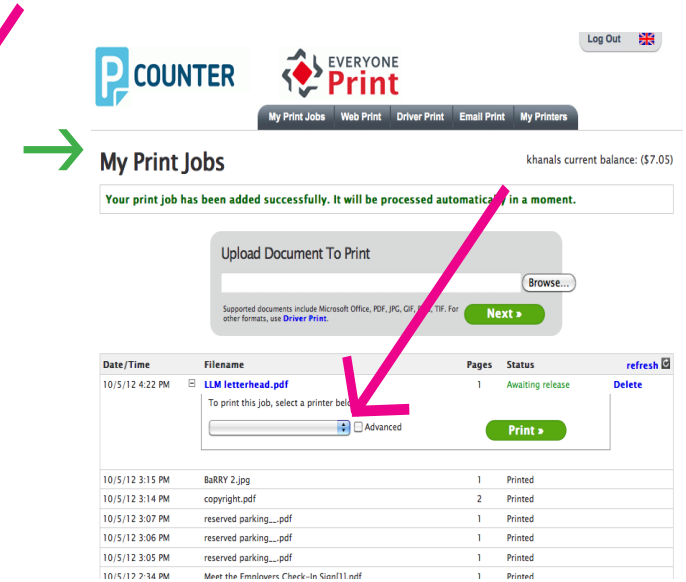
STEP 2

Select “Browse” and upload your document.



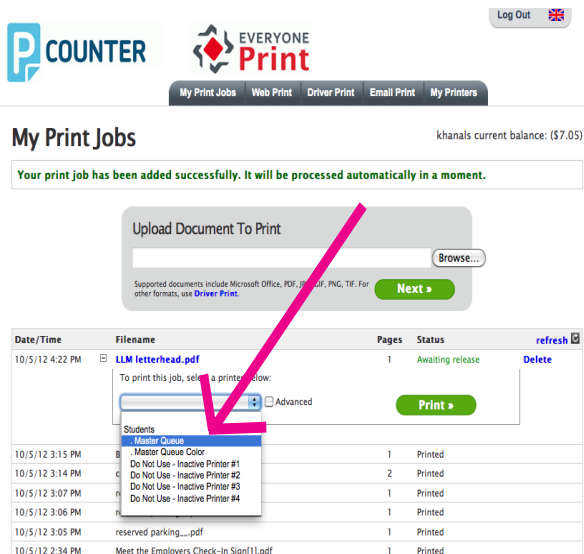
STEP 3

Browse your print queue below your document name.



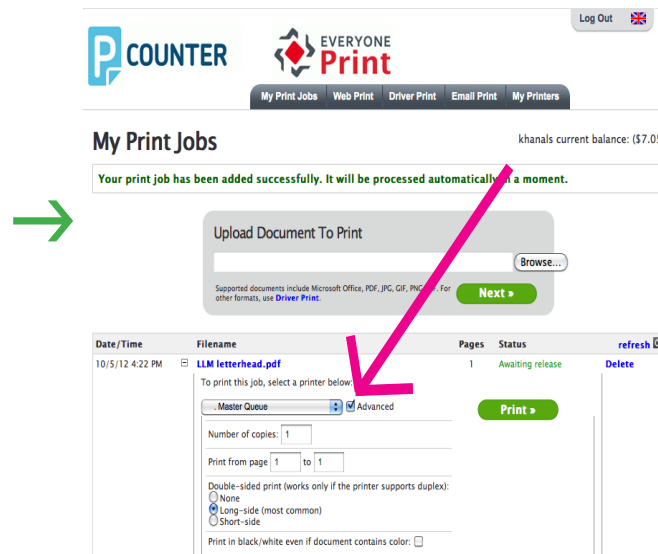
STEP 4

Select “Master Queue” for all B&W print jobs and “Master Queue Color” for all color print jobs.



STEP 5

Select “Print” when you are ready. For “double-sided printing” or “page range”, please check “Advanced” button.



STEP 6

Your job is now being sent to print queue and you can release your job(s) at the Xerox machine.

