

## Quick Reference Guide

### Introduction

#### Job List Tab

Shows pending print jobs.

#### Activity Tab

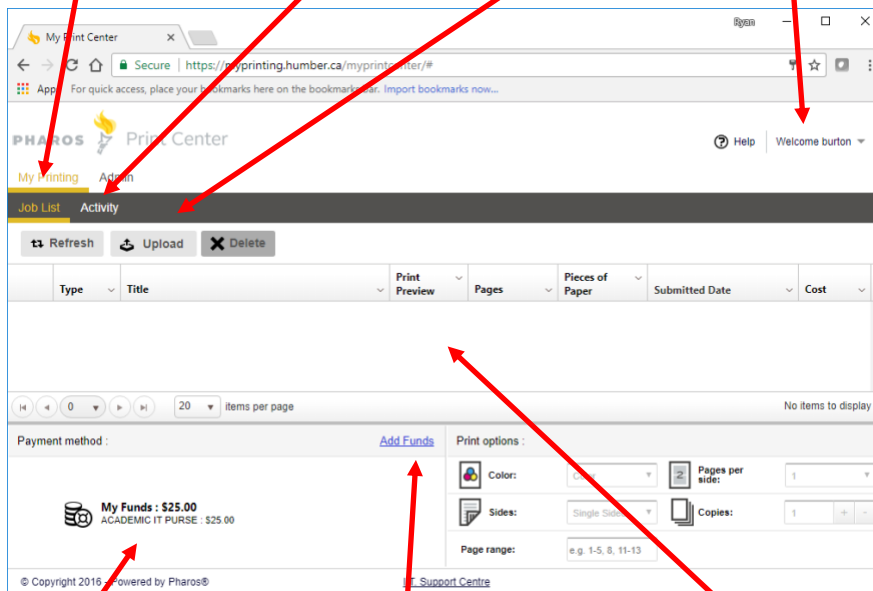
Shows your transaction history.

#### Upload Button

Used to Upload a file for printing

#### Log Out

Used to end the login session.



#### My Funds

Shows the amount of credits remaining.

#### Add Funds

Used to purchase print/copy credits.

#### Pending Jobs

List of pending (held) print jobs.

### Logging In

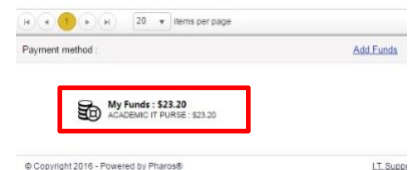
1. Launch your favourite Web browser and navigate to...  
**myPrinting.humber.ca**
2. Key in your **Humber** username and password.



3. Click the **Log In** button.

### Funds Remaining

Your account balance, displayed as **My Funds**, shows in the lower-left corner of the **Job List** tab.



**NOTE:** Students are allocated 2,500 credits each semester.

### Managing Print Jobs

#### View Held Print Jobs

Click the **Job List** tab. Click the **Refresh** button.

#### Delete a Job

Select a job on the **Job List** tab and click the **Delete** button.

#### View Transaction History

Select the **Activity** tab. Click the **Refresh** button.

### Printing Costs

Credits are charged based on the number of impressions (side of page) and the size of paper used. Charges are as follows:

Paper Size	Paper Type	Monochrome	Colour
8½ x 11	Letter	2.5 credits	20 credits
8½ x 14	Legal	4 credits	35 credits
11 x 17	Tabloid	5 credits	40 credits
18 x 24	Arch C	Not Available	400 credits
24 x 36	Arch D	200 credits	780 credits
36 x 48	Arch E	400 credits	1,560 credits

**Note:** Not all types of printing are available in all locations.

## Purchase Print/Copy Credits

1. Click the **Add Funds** link on the **Job List** page.
2. Enter the **Amount** you would like to purchase. Next, confirm your intent by agreeing to the dollar amount. Finally, click the **Continue to Payment** button

**IMPORTANT:** Purchased credits are non-refundable and non-transferable. Purchased credits carry forward from semester to semester until fully consumed.

3. Select your method of payment. You may pay using PayPal, a credit card, or a Visa Debit card.

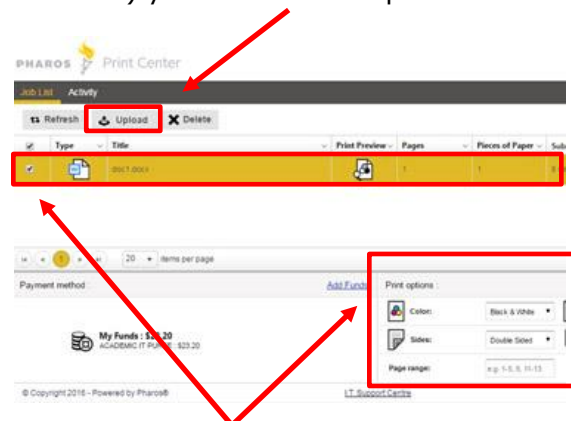
To pay using **PayPal**, enter your PayPal e-mail address and password. Be sure to use your PayPal, not your Humber, credentials. Click the **Log In** button and follow PayPal's payment instructions.

To pay with a **credit** or **Visa Debit** card, click the **Pay with a Credit or Visa Debit Card** button. Enter the requested payment card, billing, and contact information. Click the **Pay** button.

4. When payment is complete, you will be returned to the myPrinting.humber.ca page. Look for the new credits under **My Funds** on the **Job List** tab.

## Wirelessly Print a File

1. Click the **Upload** button on the **Job List** tab and then select the file (up to 50MB) you would like to print.



2. Check the box next to the uploaded file. Adjust the job's **Print Options** (colour, copies, sides, etc.) as needed.
3. Proceed to a supported device...

North (Xerox Print Centre): H106-N-P1  
Lakeshore (Res Front Lobby): R100-L-P1

**Other Locations**  
~~Library, Lakeshore Commons,~~  
~~Carrier (CAR100)~~

...to release the print job.

4. Use the printer's/copier's touchscreen to log in and release the print job.

**IMPORTANT:** Standard print rates will be applied at time of printing. Jobs not released for printing within four hours of being uploaded will be deleted.

## Help & Support

Please contact our Support Centre should you experience print/copy difficulties:

☎ 416.675.6622 X8888

💬 [humber.ca/techtalk](https://humber.ca/techtalk)

✉ [SupportCentre@humber.ca](mailto:SupportCentre@humber.ca)

💡 NX210 (North), A212 (Lakeshore)

**NOTE:** Information Technology Services regularly checks academic copiers/printers to ensure a positive print/copy experience.