

# Responsible Print Service Web-based printing option

<http://print.ewu.edu>

When you upload the job it is automatically sent to the Print Station.  
 Print job name is your file name followed by PRINT.EWU.EDU  
 Print is single-sided, Black and White only.

Username: EWUPRINT, no password

EASTERN WASHINGTON UNIVERSITY  
start something Big

Enter EWUPRINT

Leave Blank

Keep me logged in

Log in

Version 1.4.0.555

Log-in page

Username: EWUPRINT, no password

EASTERN WASHINGTON UNIVERSITY  
start something Big

Enter EWUPRINT EWUPRINT

Leave Blank

Keep me logged in

Log in

Version 1.4.0.555

Log-in is EWUPRINT  
 Password – leave blank

Welcome! Print With Your Card at a Print Release Station after UPLOADing your file: PDF, Word, Excel, PowerPoint, Images, etc

EWU Responsible Print Service. Login with Username = EWUPRINT, no password Help Log out

Job List

THIS ICON TO UPLOAD PDF, WORD, EXCEL, PPT, IMAGES, ETC (Prints Black/White Only). Unprinted jobs are held for 24 hours.

	Type	Title	Print Preview	Pages	Pieces of Paper	Submitted	Cost
<input checked="" type="checkbox"/>	DOC	Natalie's extra credit.docx		2	2	1 hour ago	\$0.10
<input type="checkbox"/>	JPG	20140210_092031.jpg		1	1	6 hours ago	\$0.05
<input type="checkbox"/>	JPG	884930_10151520641608556_207978558_o.jpg		1	1	6 hours ago	\$0.05
<input type="checkbox"/>	DOC	Schedule for thanksgiving.docx		2	2	6 hours ago	\$0.10

Look for your file followed by PRINT.EWU.EDU

Print Preview  
 Pages  
 Pieces Of Paper  
 Time Submitted  
 Cost  
 Total Cost

Selected 1 documents - Total Cost: \$0.10

Welcome to EWU’s Responsible Print Service Web-based printing option.

- Open any web browser and connect to: <http://print.ewu.edu>
- Click the **UPLOAD** Icon/button to upload files(s) you would like to print at any Print Release Station at the Cheney or Spokane campus locations. The screenshot below identifies the UPLOAD Icon/button with a RED CIRCLE.
  - Click the PRINT PREVIEW icon next to a file to preview before printing.
  - Only Black/White printers and 1-Sided printing are supported from print.ewu.edu
- For **COLOR** printers and full Black/White printer functionality, install Printer Packages which can be downloaded here: <http://access.ewu.edu/myprint>
- Go to any Print Release Station, swipe your EagleCard, and release file(s) to the printer. Each job printed from the web will have PRINT.EWU.EDU appear next to the job name. Unprinted jobs will remain in the queue for 24 hours.
- If you have any questions or need more help, please contact the EWU HelpDesk at 359-2247, email [helpdesk@ewu.edu](mailto:helpdesk@ewu.edu) , or enter at ticket at <http://helpdesk.ewu.edu> .

