HOW TO PRINT FROM YOUR LAPTOP

1. **Connect to "CCS Net" wifi** using your Bigfoot email and password. If you are already connected to "GuestNet" wifi, data, or a hotspot, disconnect from that first.

> **TIP:** Your Bigfoot email is your **first name, last initial, and the last 4 digits of your student ID**, followed by "@bigfoot.spokane.edu". Your password is either your student ID number (all 9 digits) or a password you created for school. If you forgot your password, call IT at (509) 533-4357.

2. **Download what you want to print** and make sure you know where you saved it (most files save to your "Downloads" folder by default).

3. **Go to print.spokane.edu** by typing it in the address bar (do not type it the search bar–that will "Google" it instead of taking you to the website directly).

4. **Log in** using your Bigfoot username (first name, last initial, and the last 4 digits of your student ID) and password (same one you used for "CCS Net" wifi). Click "Log In."

User name:	katiep3833
Password:	••••••••••••••••
Log on to:	student.spokane.cc.wa.us
	☐ Remember me

Log In

5. **Close the password pop-up** if you get one. You can click "Save" if you want to save the password or "Never" if you do not want to save it.

Save password ✕

katiep3833   •••••••••   ✎ Edit
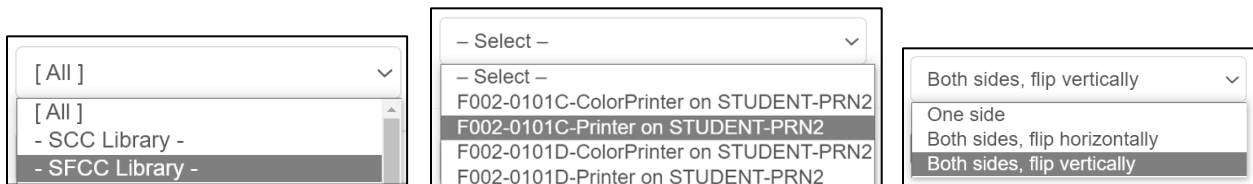
💡 No need to remember your passwords anymore

Save   **Never**

FLIP OVER ➤

6. Click "Print" at the top of the page and wait about 20 seconds for it to load.

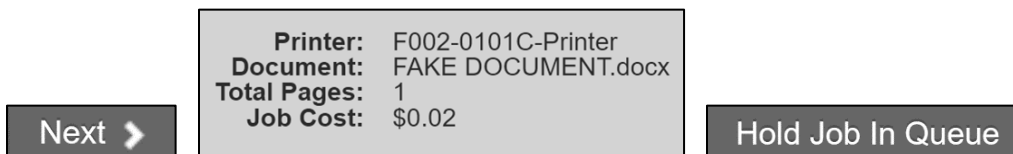| ⚖ | 🖨 Print | 🏛 Balances | 🖶 Release | 📅 History | 📑 Reports |

7. Upload what you want to print by clicking "Select File to Upload" (located in the middle of the page). Find the file, click on it, and then click "Open" to upload it. Wait for the file to load, and then click "Next."

Name

| Select File to Upload | 📄 FAKE DOCUMENT | Open | Next ❯ |
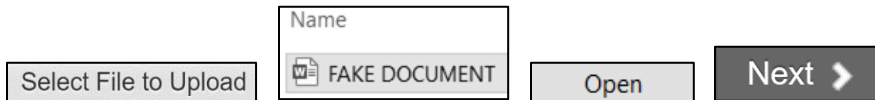
8. Choose your print settings. Change "All" to "SFCC Library" and change "Select" to "F002-0101C-Printer" (for black-and-white) or "F002-0101C-ColorPrinter" (for color). If you want to print double-sided, leave "Both sides, flip vertically" selected. If you want to print single-sided, choose "One side."
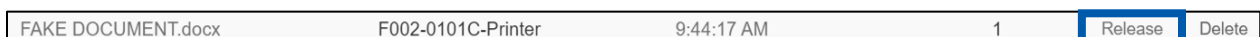
| [All] ⌄ | – Select – ⌄ | Both sides, flip vertically ⌄ |

[All]
- SCC Library -
- SFCC Library -

– Select –
F002-0101C-ColorPrinter on STUDENT-PRN2
F002-0101C-Printer on STUDENT-PRN2
F002-0101D-ColorPrinter on STUDENT-PRN2
F002-0101D-Printer on STUDENT-PRN2

One side
Both sides, flip horizontally
Both sides, flip vertically

9. Click "Next" and check the print job info to make sure it looks right. If it does, click "Hold Job in Queue" (this sends your print job to the printer).

| Next ❯ | **Printer:** F002-0101C-Printer
Document: FAKE DOCUMENT.docx
Total Pages: 1
Job Cost: $0.02 | Hold Job In Queue |

TIP: You get **$10.00 FREE Print Credit** every quarter! When you print, the cost comes out of your $10.00 automatically. The cost per page varies, but the cheapest option is black-and-white double-sided at 2 cents per page ($10.00 = 500 double-sided pages). If you ever run out of print credit, you can add more at the Circulation Desk (cash only) or at the Cashier's Office (cash or card).

10. Go to the printers (located on the Main Level near the North Entrance) and see if anyone is printing. If the printer is available, click the "Release" button to start printing. NOTE: You should not click the "Release" button without checking that the printer is free first. If someone else is printing, your pages could get mixed up with theirs.

| FAKE DOCUMENT.docx | F002-0101C-Printer | 9:44:17 AM | 1 | Release | Delete |

ALL DONE!