

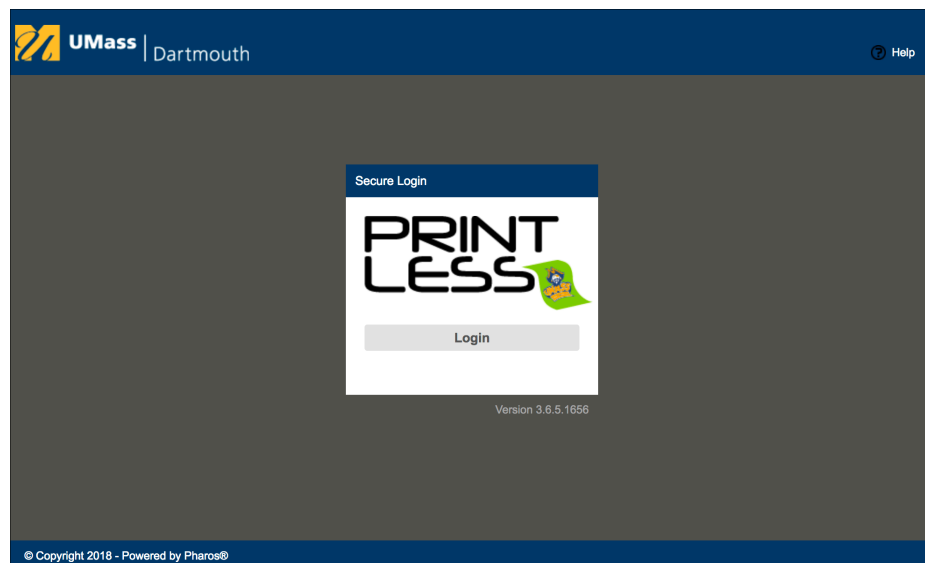


## Using myPrintCenter

PrintLess is our campus-wide printing solution. myPrintCenter is used to manage the print jobs that you have sent to the PrintLess printers throughout campus. For more information about PrintLess, visit [www.umassd.edu/cits/printless/](http://www.umassd.edu/cits/printless/).

For assistance using myPrintCenter, create a case at [ithelp.umassd.edu/printless](http://ithelp.umassd.edu/printless), or contact the Learning Space Operations Team at 508-999-8856.

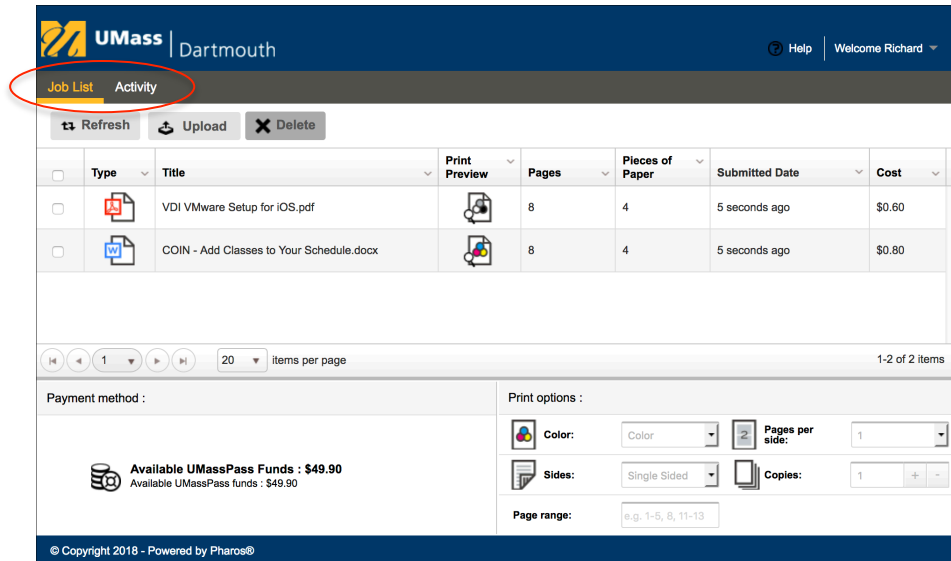
1. Open a web browser, and visit [myprintcenter.umassd.edu](http://myprintcenter.umassd.edu).  
If you are not already logged into the portal or other UMass Dartmouth system, the login page is displayed.



2. Click the Login button.
3. On the login page, enter your UMDLogon Username and Password into the fields provided, then click the **Login** button.



4. The myPrintLess window is displayed, as shown here.



Two tabs appear at the top of the page: **Job List** and **Activity**. The Job List tab is selected by default.

The Job List tab displays a list of documents that are *waiting to be printed*.

You can send jobs to PrintLess by:

- Printing in the public computer labs,
- Sending email attachments to [printbw@umassd.edu](mailto:printbw@umassd.edu) and [printcolor@umassd.edu](mailto:printcolor@umassd.edu),
- Uploading from the myPrintCenter page, and
- Printing from your own computer with the PrintLess drivers installed.

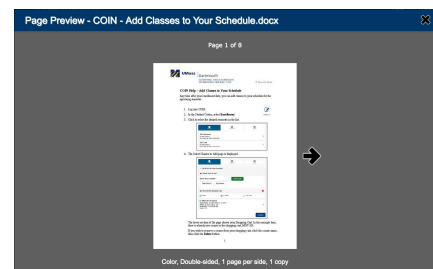
Click the column headings above the list to sort by document **Type**, **Title**, **Pages**, **Pieces of Paper**, **Submitted Date**, or **Cost**.

Click an icon in the **Print Preview** column to see the document as it will appear when printed.

Your available UMass Pass funds for printing are shown in the lower left corner.

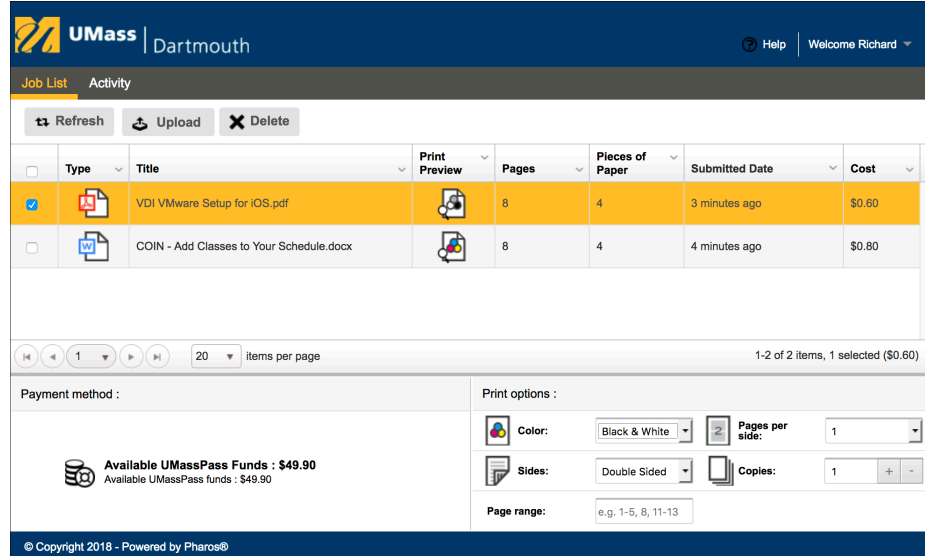
**To release a print job, you must visit a public printer, and swipe your UMass Pass.**

**Remember that your documents are only available for two hours after you send them to be printed.**



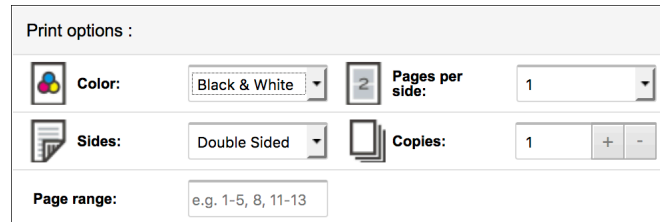


- To change the print settings for a Job List document, click to select it in the list, as shown here.



Click the **Delete** button at the top to remove the document from the list.

The print settings for the selected document are displayed in the lower right.



Use the **Color** pop-up menu to choose between Color and Black & White printing.

Use the **Sides** pop-up menu to choose Single or Double Sided printing.

Use the **Pages per side** pop-up menu to print miniature copies of your document pages, two on each side of a piece of paper.

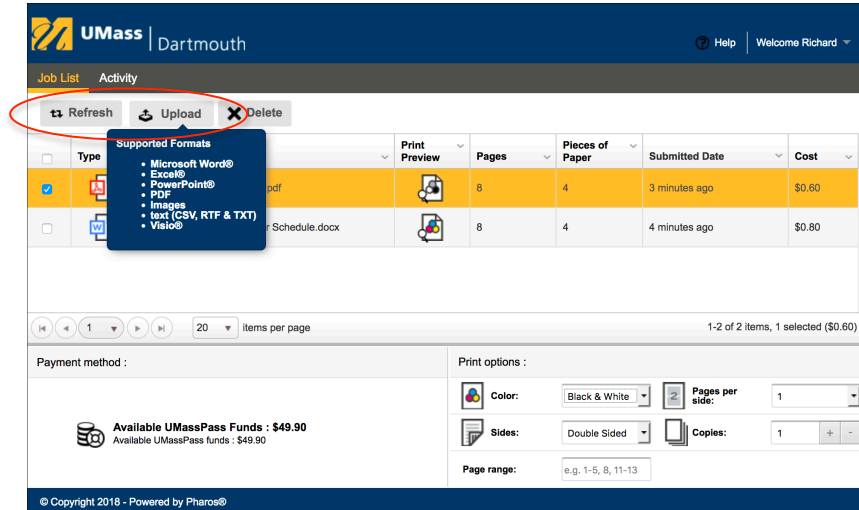
Use the **Copies** pop-up menu to change the number of copies you wish to print.

Use the **Page range** field to print a subset of the total number of pages.

Changes are saved automatically. The **Cost** information is updated whenever you make a change.



6. To upload a document for printing directly, click the **Upload** button at the top.



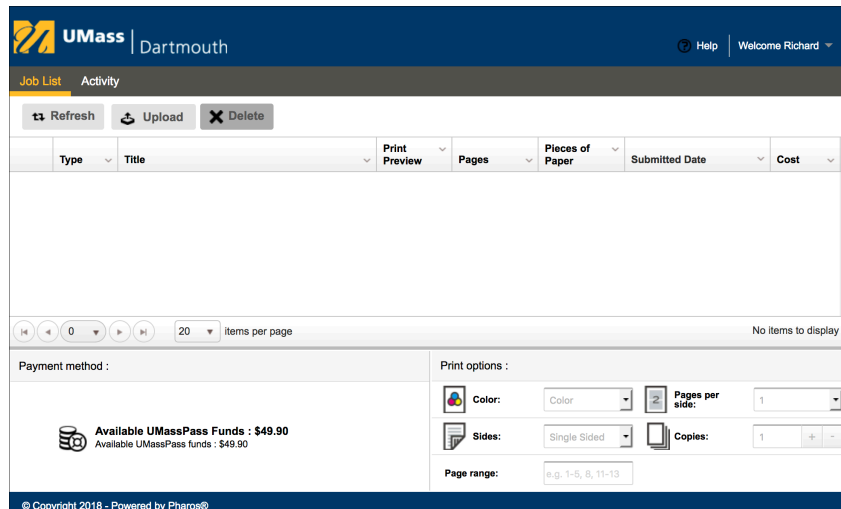
Use your device operating system’s Open dialog box to locate and select the file to upload.

The following file formats are allowed:

- Microsoft Word, Excel, PowerPoint, and Visio files
- Adobe Portable Document Format (PDF) files
- Image files (JPG, GIF, PNG, BMP)
- Text files (CSV, RTF, TXT)

There may be a delay when a file is uploaded or sent to PrintLess before it appears in the Job List. Click the **Refresh** button to update the list manually.

7. After all of your print jobs have been printed or deleted, the Job List is empty.





8. An example Activity tab is shown here.

Activity Date	Activity Time	Activity Type	Description	Device	My Funds Charges
4/12/2018	10:44am	Credit	Credit		-\$9.90
9/6/2017	4:31pm	Print	Test of Word.docx 1 page of 612x792, Letter, Mono, Simplex	CIT-LIB-LCU-MFD...	-\$0.10
9/6/2017	10:58am	Credit	Credit		\$10.00
1/14/2016	3:48pm	Print	Printless Xerox Instructions 1 page of 612x792, Letter, Color, Simplex, Collate ...	J450-MFD-01	\$0.00
1/14/2016	2:15pm	Print	PrintLess Instructions for Xerox 10 pages of 612x792, Letter, Color, Duplex, Collate	J450-MFD-01	\$0.00
10/20/2015	4:33pm	Print	Test Excel Chart 1 page of 612x792, Letter, Mono, Simplex	J226-Printer-01	-\$0.10

The **Activity** tab displays a list of documents that *have already been printed*.

Click the column headings above the list to sort by document **Activity Date**, **Activity Time**, **Activity Type**, **Description**, **Device**, or **My Funds Charges**.

9. Don't forget to **Log out** when you're finished.

Activity Date	Activity Time	Activity Type	Description	Device	My Funds Charges
4/12/2018	10:44am	Credit	Credit		-\$9.90
9/6/2017	4:31pm	Print	Test of Word.docx 1 page of 612x792, Letter, Mono, Simplex	CIT-LIB-LCU-MFD...	-\$0.10
9/6/2017	10:58am	Credit	Credit		\$10.00
1/14/2016	3:48pm	Print	Printless Xerox Instructions 1 page of 612x792, Letter, Color, Simplex, Collate ...	J450-MFD-01	\$0.00
1/14/2016	2:15pm	Print	PrintLess Instructions for Xerox 10 pages of 612x792, Letter, Color, Duplex, Collate	J450-MFD-01	\$0.00
10/20/2015	4:33pm	Print	Test Excel Chart 1 page of 612x792, Letter, Mono, Simplex	J226-Printer-01	-\$0.10