

Wireless Printing for Delta College Employees

Supported file types: Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT

Delta College laptops are configured to print wirelessly. If you'd like to print wirelessly from a non-Delta laptop, or a mobile device, there are three options available to you.

Print from the EveryonePrint website
Print from your email
Print from the EveryonePrint app

Printing locations and options

There are five options for you to print to, depending on which campus you're on.

LLIC Print Release Kiosk – Located inside the LLIC at the Lab Desk. Selecting this enables you to print to any of the four kiosk printers in the LLIC. If you send your print job here, you need to login to the computers directly next to each kiosk to release your print job.

Midland Center Office – Located inside the front office at the Delta College Midland Center

Planetarium Gift Shop – Located inside the gift shop at the Delta College Planetarium

Ricker Center Open Lab – Located inside the open computer lab in room 142 at the Delta College Ricker Center

****Preferred wireless printing device for employees****

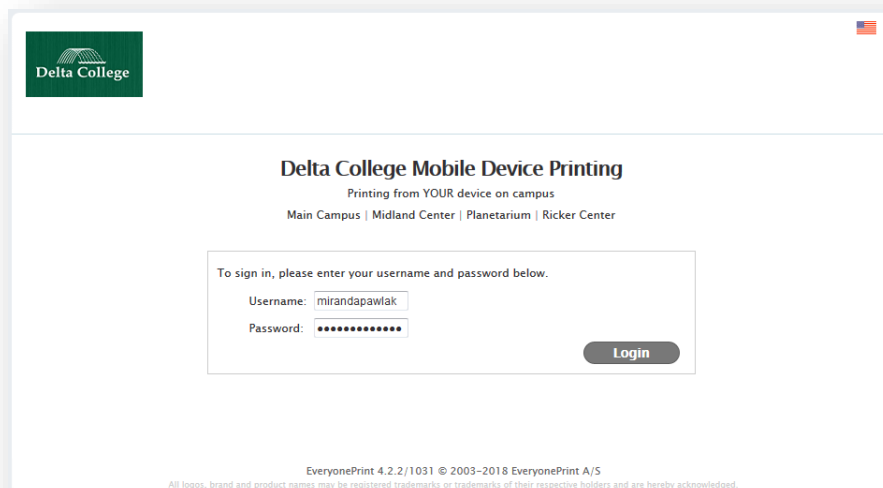
Konica Minolta MFDs – Selecting this will send your print job to any Konica Minolta MFD on any of our campuses. If you send your print job here, you need to then login to any MFD of your choosing, and release your print job. When logging in, you type in your employee ID number and cost center to authenticate.

****Before you can print to an MFD machine, you must do the following****

Have either your division's support staff member or your manager email Printing Services and inform them that you need to be setup to access the MFD machines. They will need your employee ID number and your email address, and your division's cost center.

Print from the EveryonePrint website

Navigate to <https://everyoneprint.delta.edu> and login with your Delta username and password.



From here, you can either upload a document to print, or you can print an entire webpage.

Uploading a doc to print

Click the **Browse** button, navigate to the item you wish to print from your computer, select the document, and then click **Next**. After a few seconds, your print job will appear just below, and you will be able to select which printer you'd like to send it to.

My Print Jobs

Your username: mirandapawlak


Upload Document To Print


Miranda's E... Essay.docx

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT.

Printing a website

Click on the **Web Address to Print** field. Then enter in the URL of the web address you wish you print from (ex.www.delta.edu). Note, this will print exactly what is on the page in its entirety, and not only a portion of it. After a few seconds, your print job will appear just below, and you will be able to select which printer you'd like to send it to.



Log Out 

[My Print Jobs](#) [Web Print](#) [Email Print](#) [My Printers](#)

Web Print

Use Web Print to print by uploading a document or entering a Web address.

Upload Document To Print

No file chosen


Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT.

Web Address To Print

Enter for example: www.cnn.com

Selecting a printer

You'll notice that there are five location options to print to. Select the option that is most suited for you. See [Printing locations and options](#) above.

Date/Time	Filename	Pages	Status	refresh 
11/19/18 8:50 AM	Miranda's English Essay.docx To print this job, select a printer below: <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="button" value="Konica Minolta MFDs"/> <input type="checkbox"/> Advanced </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="button" value="LLIC Print Release Kiosk"/> <input type="checkbox"/> Advanced </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="button" value="Midland Center Office"/> <input type="checkbox"/> Advanced </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="button" value="Planetarium Gift Shop"/> <input type="checkbox"/> Advanced </div> <div style="border: 1px solid #ccc; padding: 5px;"> <input type="button" value="Ricker Center Open Lab"/> <input type="checkbox"/> Advanced </div>	1	Awaiting release	

Print from your email

You can email the files that you wish to print to the following locations by simply attaching them to your message.

****You may only use this function from a Delta College email address.****

Email addresses	
LLIC Print Release Kiosk	LLICEmailPrint@delta.edu
Midland Center Office	DCMCEmailPrint@delta.edu
Planetarium Gift Shop	DCPLEmailPrint@delta.edu
Ricker Center Open Lab	DCRCEmailPrint@delta.edu
Konica Minolta MFDs	MFDEmailPrint@delta.edu

Print from a mobile device – Using the EveryonePrint app



EveryonePrint
Productivity

Apple Devices

Downloading the app, and syncing your Delta account

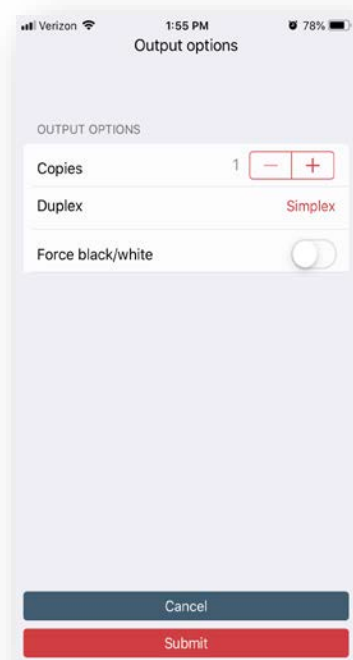
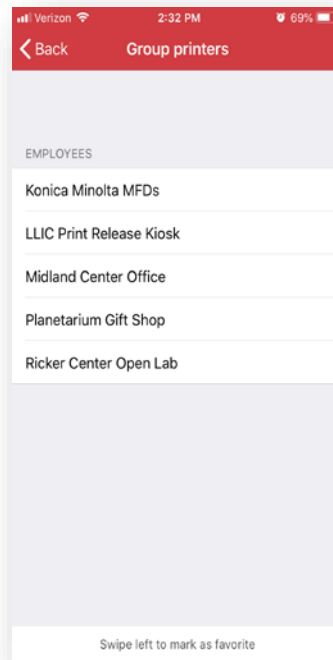
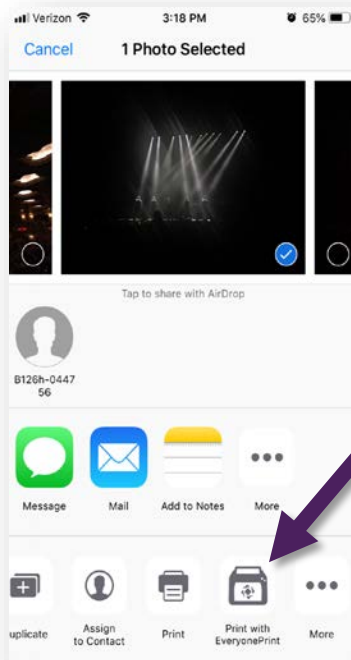
- 1) Go to your App store and download the **EveryonePrint** app.
- 2) Navigate to **Settings** in the bottom of the page
- 3) In the Gateway Connectivity field, type in **everyoneprint.delta.edu** and then tap **Test Connection**. Once the connection has been successfully tested, tap **Save**.
- 4) Tap the Accounts tab at the bottom of the screen, and input your Delta username and password. Do not type in your full email address. Ex) johnsmith (not johnsmith@delta.edu). Then tap **Log In**.

Printing



- 1) Navigate to the file or image that you wish to print from your device, then tap the share icon. Then scroll through the share options at the bottom of your screen, and select Print with EveryonePrint.
- 2) Tap on the icon of the printer that you wish to send your print job to.
- 3) Select how many copies you'd like to print, and the select what print job settings you'd like to use. Then tap **Submit**. A dialog box should appear indicating that your print jobs have been processed successfully.

If you've selected to print to the kiosks in the LLIC Print Release Kiosk, login to the kiosk and release your print job.




Android Devices

Downloading the app, and syncing your Delta account

- 1) Navigate to the app store and download the EveryonePrint app.
- 2) Launch the app, then tap on the **Settings** tab at the top of your screen. In the **Using Gateway** field, type **everyoneprint.delta.edu** then tap **Test connection**.
- 3) Tap the **Account** tab at the top of your screen. Type in your Delta username and password. Do not type in your full email address. Ex) johnsmith (not johnsmith@delta.edu). Then tap **Login**.

Printing

- 1) Navigate to the file or image that you wish to print from your device, then tap the share icon. Scroll through the sharing options, and tap Everyone Print. 
- 2) Tap on the icon of the printer you wish to send your print job to.
- 3) Select how many copies you'd like to print, and the select what print job settings you'd like to use. Then tap **Submit**. A dialog box should appear indicating that your print jobs have been processed successfully

If you've selected to print to the kiosks in the LLIC Print Release Kiosk, login to the kiosk and release your print job.

