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Wireless Printing for Delta College Students

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

If you'd like to print wirelessly from your laptop or 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 (Main Campus Library)– Located inside the Library near the Reference Desk. Using these kiosks enables you to print to either of the two kiosk printers in the Library. If you utilize these kiosks, you need to login to either computer directly next to each kiosk to release your print job.

Midland Center Office – Located inside the learning commons at the Delta College Midland Center

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

Saginaw Center – Located inside learning commons at the Delta College Saginaw Center.

Print from the EveryonePrint website
Navigate to https://everyoneprint.delta.edu and login with your Delta username and password.

Delta College

Delta College Mobile Device Printing
Printing from YOUR device on campus
Main Campus | Midland Center | Planetarium | Saginaw Center

You have successfully logged out.
To sign in, please enter your username and password below.

Username: autumnproux
Password: ••••••••

Login

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

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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.

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.

Selecting a printer

You'll notice that there are four location options to print to. Select the option that is most suited for you. See **Printing locations and options** above.

| My Print Jobs | Web Print | Driver Print | Email Print | My Printers |

My Printers

Below are all the printers available to you. If you only use a few of the printers below, you can select them as favorite printers, and even add your own nickname for each, for example "Printer in blue building". Then only your favorite printers will show, making it easier to print frequently.

Make printing fast and easy by selecting only the printers you normally use!

Favorite	Description:	Your printer nickname (optional):
Employees		
☐	Konica Minolta MFDs	
☐	LLIC Print Release Kiosk	
☐	Midland Center – DCMC120	
☐	Planetarium Gift Shop	
☐	Saginaw Center Learning Commons	

Save Changes

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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
Saginaw Center Learning Commons	DCSCEmailPrint@delta.edu

Delta College

Log Out

| My Print Jobs | Web Print | Driver Print | Email Print | My Printers |

Print From Mobile Devices Or Wireless Notebooks

How Email Print works:

1. Simply send an email with the documents attached that you would like to print, to the following address:

   EveryonePrintQueue@delta.edu

2. You may receive an email back asking you to register your email address with the printing system, if it's the first time you're sending a print job from that email address

3. After printing, go back to this Web page and the "My Print Jobs" screen and click the button for the printer you want your document printed on, or release your print job at a terminal.

If the printer you want to use is not listed, use the "My Printers" menu to add a printer to your list.

Print from a mobile device – Using the EveryonePrint app
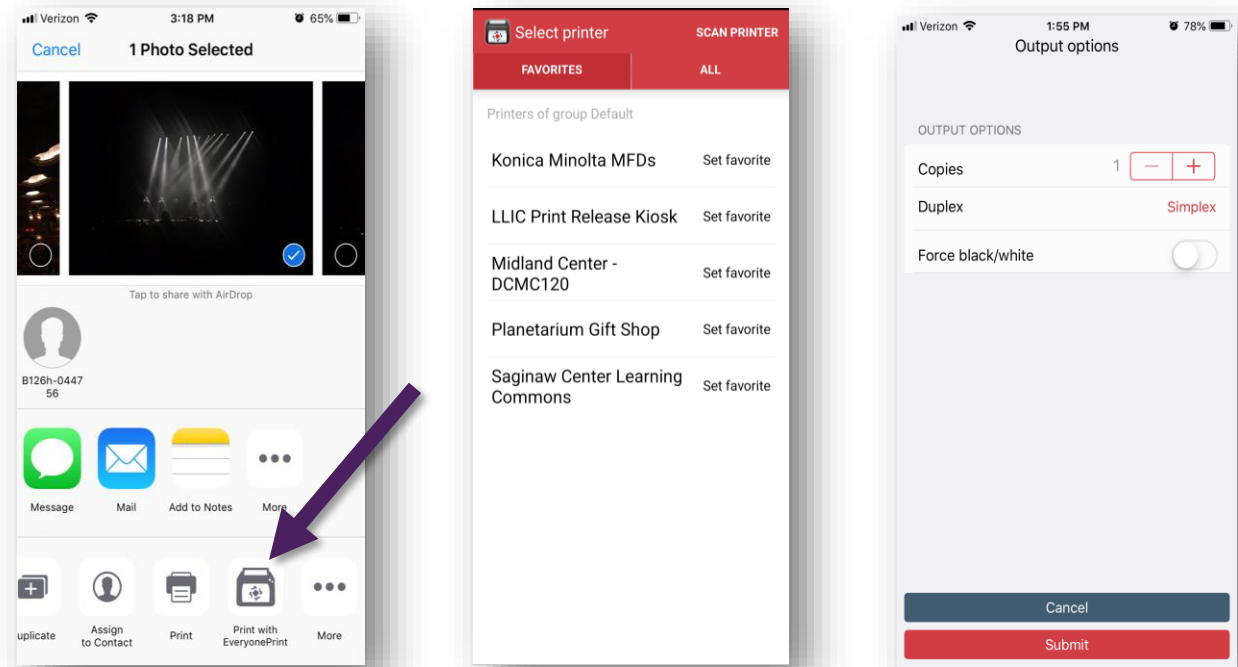
EveryonePrint
Productivity

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.

![ellucian logo]

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.