Printing from Personal Computer to School Printers

1. Open a web browser and go to the following web address:

   http://gutenberg.dukes.lan:9191/user

2. Login with your Marlington User Name and Password (same one you login into the computers with).

3. Click on the Web Print icon on the left.

4. Click on the Submit a Job link.
5. Choose the appropriate printer depending on the building you are at.

6. Click the Print Options and Account Selection button.

7. Click on the Upload Documents button.

8. Choose the file (MUST BE IN PDF FORM).
9. Click on the Upload & Complete button.

10. Go pickup your printed job.