Web/Wireless Printing Procedures

The Washtenaw Community College Computer Commons has web/wireless printing available to students, faculty and staff as well as the public. This allows individuals to print files from home computers, laptop computers or mobile devices, on or off campus. The actual Web/Wireless printing may only be done in the Computer Commons and is not available anywhere else on campus. To print, you will need your student ID or print-copy card. To print using web/wireless, users will need to follow the procedures listed below:

1. Open a web browser and go to
   https://slice.wccnet.edu

2. Enter your NetID and password to log in.
   Your NetID is your username you use to log into MyWCC, Blackboard, Email, etc.
   It is your email address without the @wccnet.edu

   If you are using a Print Card, the username is the number on the back WITHOUT the leading zero. The password is the same number WITH the leading zero.

   Example: Card Number is 012345
   Username is 12345
   Password is 012345

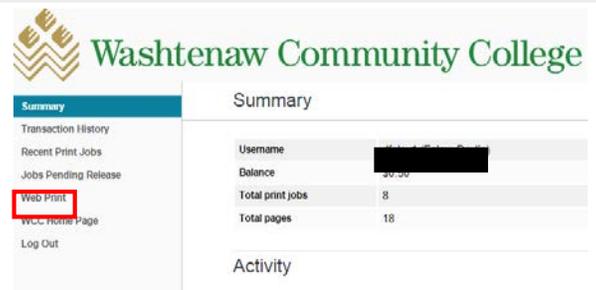3. After logging into Slice, click on the "Web Print" link in the left-hand navigation pane.

4. On the Web Print page, select the link "Submit a Job"

5. Select a Printer
   a. Choose "slice\Commons" for B&W printing
   b. Choose "slice\Commons Color" for Color printing

6. After selecting the printer, click on the "Print Options and Account Selection button"

7. Indicate how many copies you would like to print

Options

Copies: 1

8. After choosing the number of copies you would like to print, click on the "Upload Documents" button.

3. Upload Documents »

Select documents to upload and print

Web Printing…

0.3 MiB
remove

9. Upload the file, or files, you would like to print by dragging them from the computer or click on the "Upload from Computer" button.
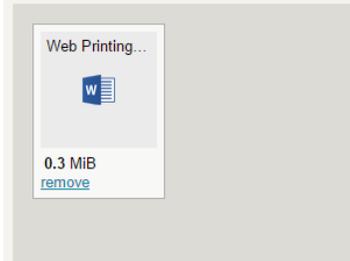
Upload from computer

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xlsm, xlsx, xltm, xltx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
Picture Files	bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

10. Once the file has been selected for uploading, Click on the "Upload & Complete" button.

Upload & Complete »

11. When the job has made it into the print queue, the following screen will show the job and the Status should read "Held in Queue" and will stay there for 4 hours.

Pages	Cost	Status
5	$0.25	Held in a queue

12. When your job has been sent successfully to the printer, log out of Slice by clicking on the "Log Out" link in the left navigation pane.

Recent Print Jobs

Jobs Pending Release

Web Print

WCC Home Page

Log Out

Note: B/W pages are 5 cents each and color pages are 10 cents each (as single sided sheets)