RÍO HONDO
COLLEGE
Library

HOW TO PRINT
SEND PRINT TO QUEUE

1 From the Library computer, open what you want to print.

You may need to download the file before opening it. Documents in Canvas need to be downloaded. We recommend reviewing the Print Preview. Click on File, then select Print. Chrome is recommended if printing from a website.

**2** The black and white printer is the default printer. Click **print**.

Black and white printers:
LR220-Printer01-BW & LR220-Printer02-BW
To print in color, select this printer:
LR220-Printer-Color

3 A pop-up box will appear. Type in your **AccessRío** username and password.

4 Another pop-up box will appear confirming the pages and cost.
If correct, click print to send your file to the queue.

RELEASE YOUR PRINT

1 Go to the **Copy Center** next to the Circulation Desk.
The **Print Release Station** is the computer on the counter, next to printers.
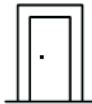
2 Log in with your **AccessRío** credentials.

3 Select the job(s) you want to print.
Click **print**. It will print right next to you.

Black and white prints are $0.10/page, color is $0.50/page.
Money will be deducted from your MyPrint account.

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ADD MONEY TO MYPRINT

CHECK YOUR BALANCE

1 Not sure if you already have money on your MyPrint account? You can check your balance!

Go to **myprint.riohondo.edu**

Log in with your **AccessRío** username and password.

2 On the homepage/Summary dashboard, your balance will show in the first box.

CASH

1 Go to the Circulation Desk.
Library Staff will add the cash to your MyPrint account.

CREDIT/DEBIT CARD

1 Go to **myprint.riohondo.edu**

Log in with your **AccessRío** username and password.

2 Click **Add Credit** on the left-hand menu. Select the amount you want to add.
(The minimum is $1. Any amount you don't use will remain on your account.)
Click **Add value**.

3 You can use PayPal or Guest Checkout. Type in your info and click **Pay Now**.

4 Make sure to log out once you are done!