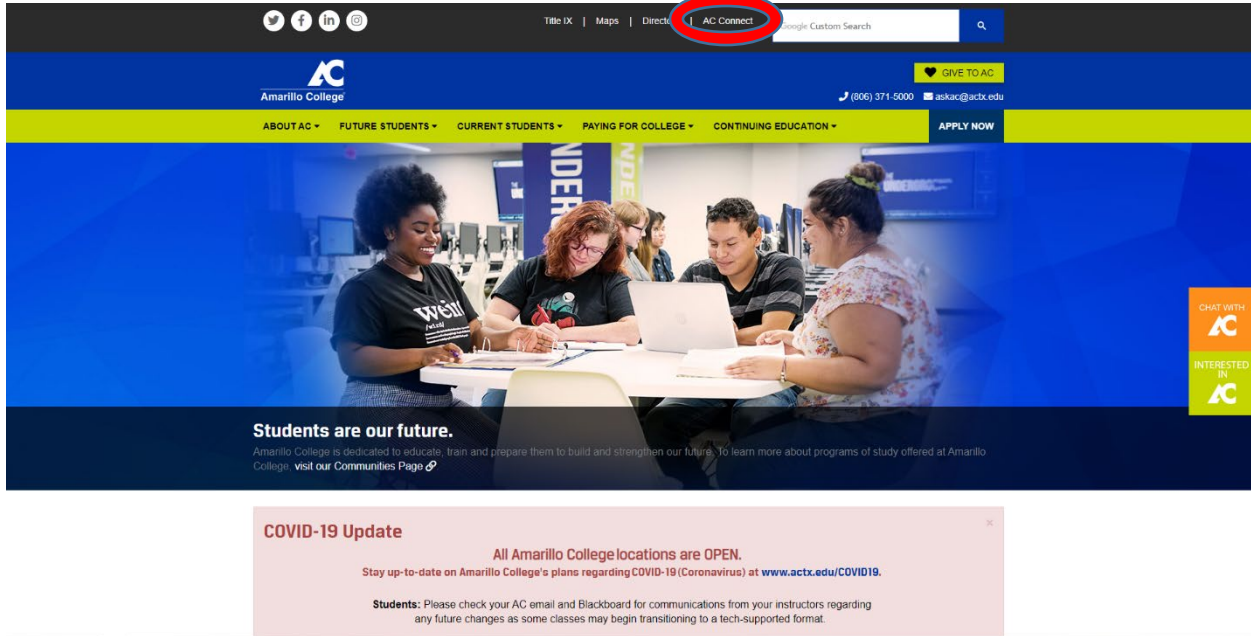
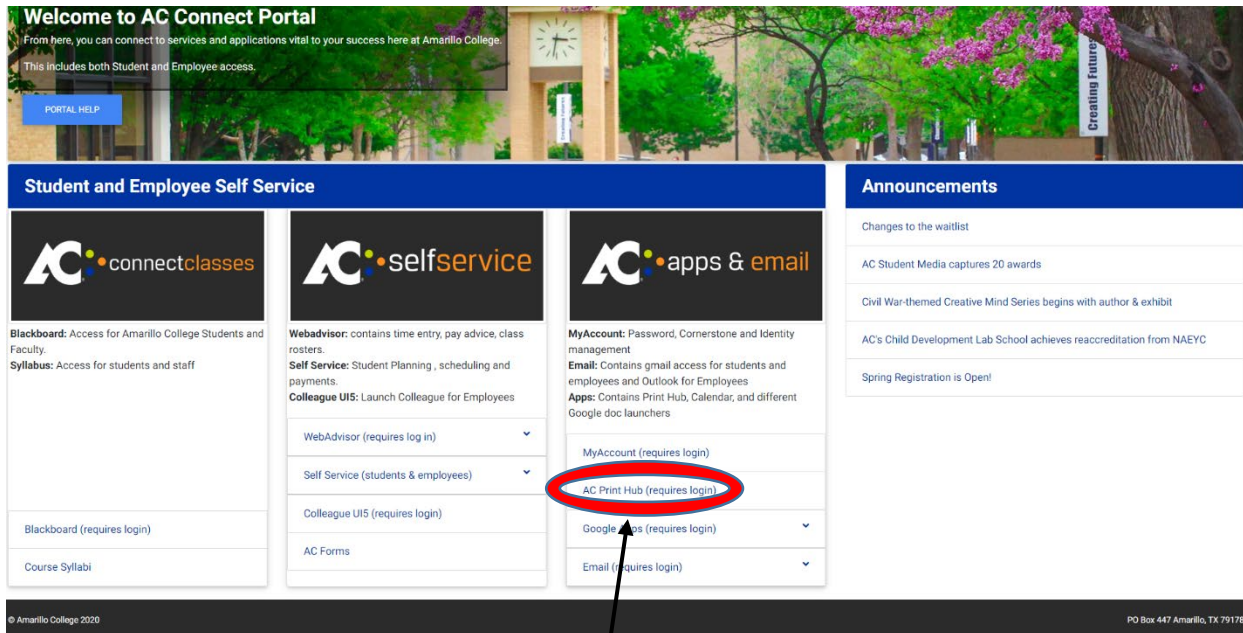


# HOW TO USE AC PRINT HUB

Go to [www.actx.edu](http://www.actx.edu) and click on AC Connect

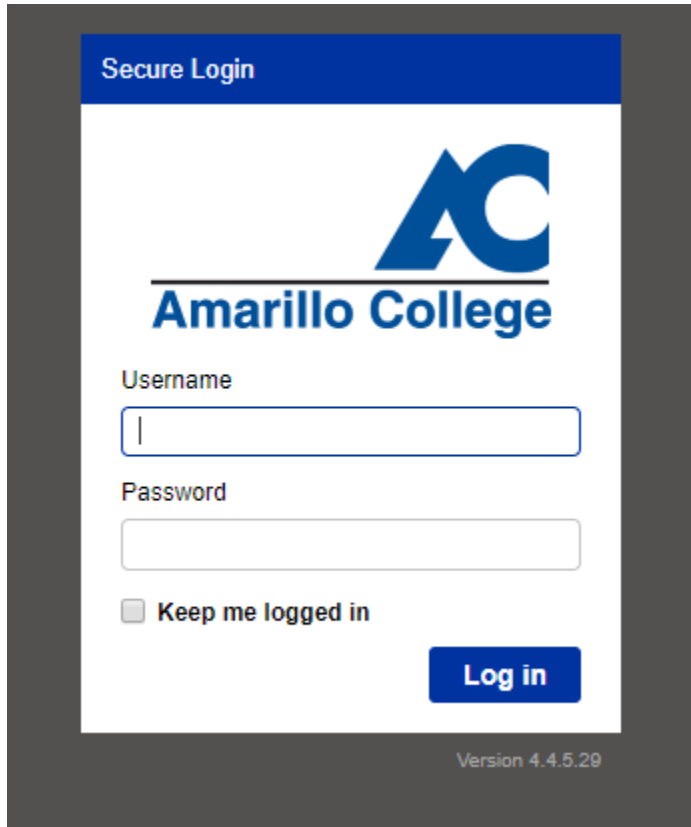


AC Connect will look like the image below.



Click on AC Print Hub (requires login)

Below is a sample of what the Amarillo College Print Hub log in page looks like. Enter your ACNetID (ex: c0195283) and Password. This is the same password as your Blackboard, email, and MyAccount.



The image shows a login page for Amarillo College. At the top, there is a blue header with the text "Secure Login". Below the header is the Amarillo College logo, which consists of a stylized blue "AC" above the text "Amarillo College". Underneath the logo are two input fields: one for "Username" and one for "Password". Below the password field is a checkbox labeled "Keep me logged in". At the bottom right of the form is a blue button with the text "Log in". At the very bottom of the page, there is a small version number: "Version 4.4.5.29".

When you are logged in your screen will look like this. Most likely you're here to print something, for that you'll need funds. To add funds, click on the red [Add Funds](#) link

circled in red.

Amherst College Print Center

Help Welcome

Activity

Refresh Upload Delete

Type	Title	Print Preview	Pages	Pieces of Paper	Submitted Date	Cost
------	-------	---------------	-------	-----------------	----------------	------

There is no data

20 items per page

No items to

Payment method:

**Add Funds**

My Funds: \$0.00  
total available funds

Print options:

Color: Color Pages per side: 1

Sides: Single Sided Copies: 1

Page range: e.g. 1-5, 8, 11-13

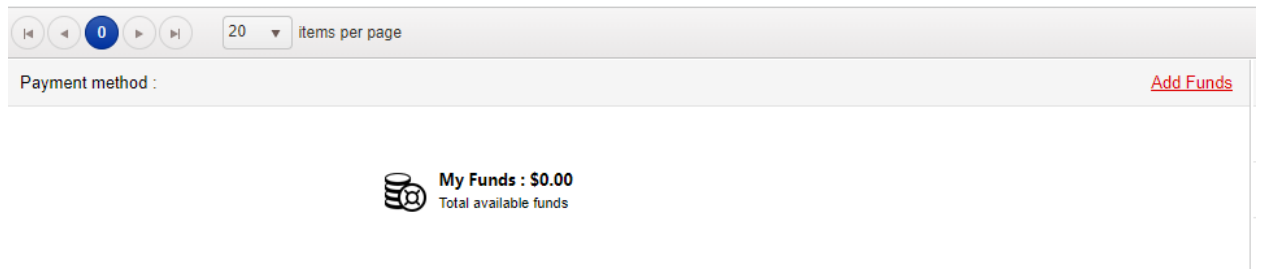
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You will be prompted to agree to pay the amount entered and will be taken to PayPal to enter your payment information.

Now that you have funds, upload a document you wish to print by clicking the upload button.

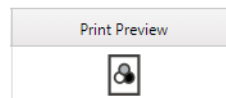


There is n








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This will open your computer's files. Find the file you wish to upload and double click it, or single click it and then click Open. It will take a few seconds to process. The price for



printing is \$0.05 per page. Click on the triple Venn diagram for a preview to make sure your document is correct and appropriate for printing.

Now, you may select your print job by clicking on the  in the leftmost column. Once this is done, you can set other printing options in the print options window, shown below.

Print options :			
 Color:	Black & White ▾	 Pages per side:	1 ▾
 Sides:	Single Sided ▾	 Copies:	1 + -
Page range:	e.g. 1-5, 8, 11-13		