

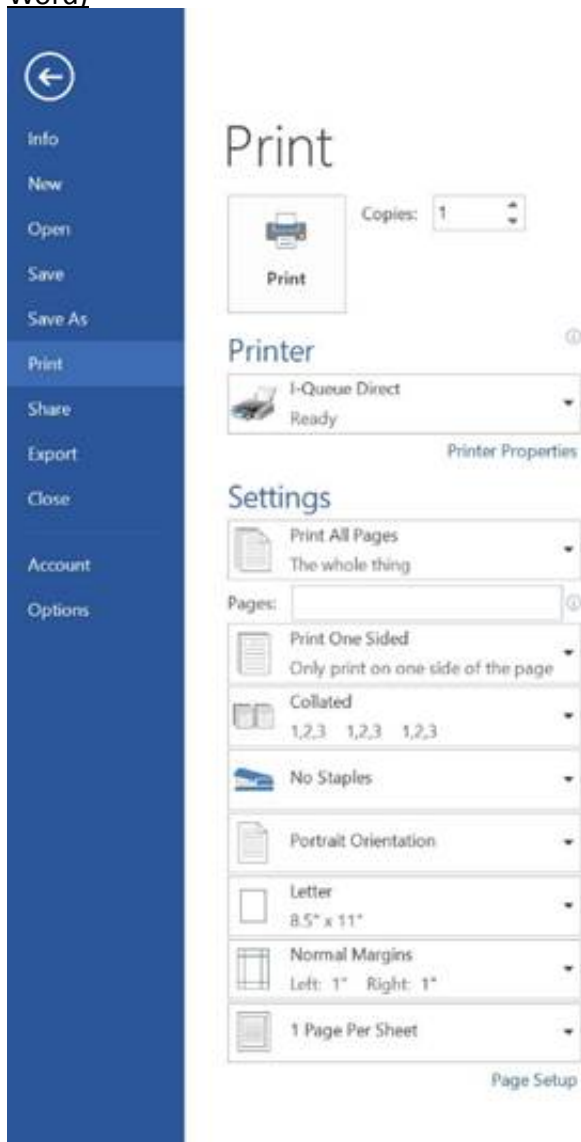
From: Lorenzatti, Joseph jlorenzatti@williston.com
Subject: Okay I got the new printing client, now what?
Date: September 16, 2014 at 4:11 PM
To: Faculty and Administration FacultyandAdministration@williston.com

Hi All:

For those of you who we upgraded the printing system, here is the process to print:

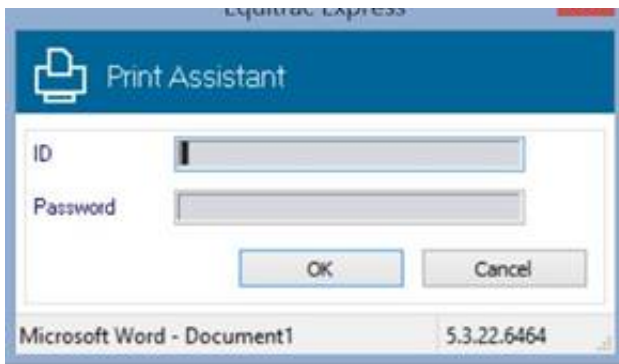
Printing

1. In the program you're working on, select the **I-Queue Direct** printer (In this example, Microsoft Word)

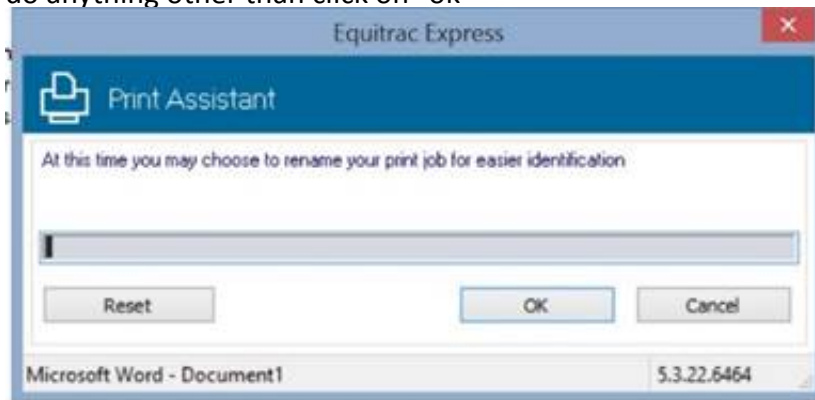


2. Press Print
3. The Print Assistant dialog box will appear. For **ID**, enter the first part of your email address (before the "@williston.com") and your **Password** is your birthdate (month[no leading zero], two digit day, last two digit year). EXAMPLE: January 4th,1995 is: 10495.

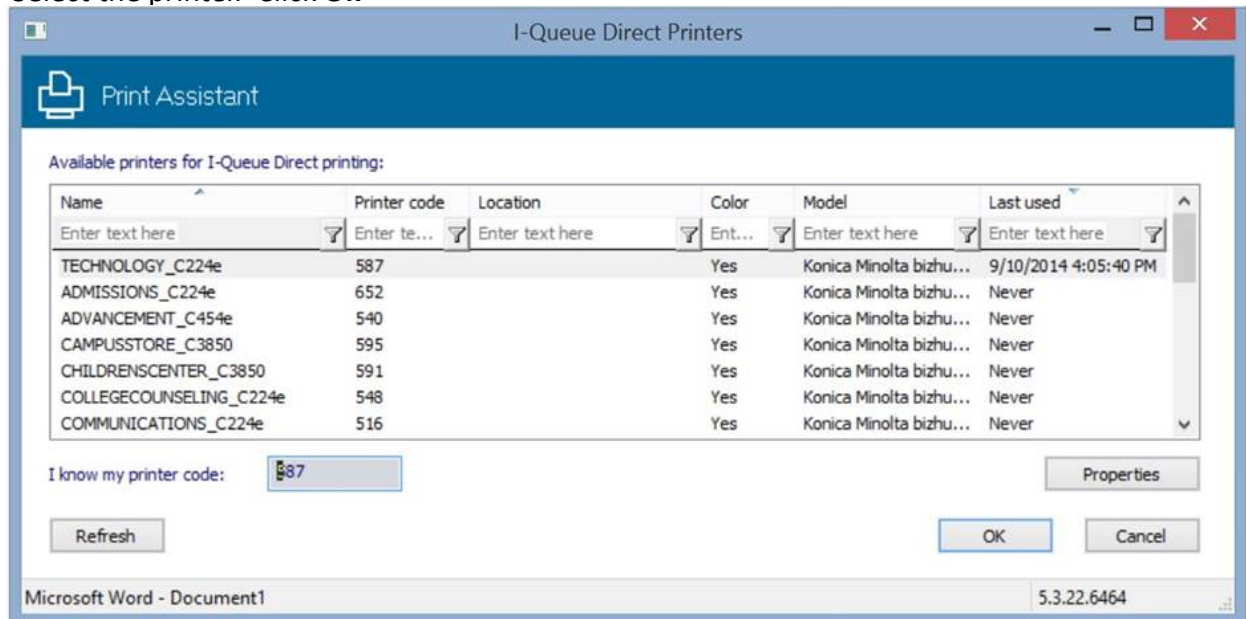




4. You will be asked if you want to change the name of the print document. You do not need to do anything other than click on "ok"



5. Select the printer. Click **Ok**



Your job will print.