

There are Two Ways to Print!

You can print via
email or wirelessly on
myprinting.wvu.edu!

Printing Prices:

Letter (8.5"x11")	BW-\$0.06 Color-\$0.25
Legal (8.5"x14")	BW-\$0.08 Color-\$0.32
Ledger/Tabloid (11"x17")	BW-\$0.12 Color-\$0.50
Stapling	\$0.01 Per Job
Scanning	No Charge

Prices are per page

If you have any other
questions after looking
through this, don't forget to
ask a librarian!

Card Loading Instructions

mymountaineercard.wvu.edu

- **Mountie Bounty**
 - **Deposit to Account**
 - **Make a deposit to your own account**
 - **Guest Deposit**
 - **A guest can make a deposit on your behalf**
 - **Invite to Deposit**
 - **Invite a guest to make a deposit for you**
- **Spending History**
 - **View all your transactions related to meal plans, Mountie Bounty, and Meals Plus.**
- **Reporting a Card as Lost/Stolen**
 - **Instantly deactivate your card if it becomes lost or stolen.**

**Any problems with your account?
Call the I.T. service desk at**

304-293-4444

How to Print

Card Loading Instructions on Back



Emailing Documents to print from a Laptop and Other Mobile Devices

- Using your WVU email account, send one of the following document types as an attachment to one of the following emails that matches what you want!

Application	File Format
MS Word	.doc, .docx, .dot
MS Excel	.xls,.xlt,.xlsx, .xltx,.xltm,.xlsm
MS PowerPoint	.ppt,.pptx,.pptm,.pot, .pps,.potx,.ppsx
MS Publisher	.pub
Open-Document	.odt,.ods,.ott,.odp, .odg,.odf,.odp
Comma Separated Values	.csv
Adobe PDF	.pdf
Rich Text Format	.rtf
Text Files	.txt
Image Formats	.jpg,.jpeg,.gif,.png, .bmp,.tif

Email	Options
Paidprinting.bw@mail.wvu.edu	Black and White, One Sided
Paidprinting.color@mail.wvu.edu	Color, One Sided
Paidprinting.bw.2sided@mail.wvu.edu	Black and White, Both Sides
Paidprinting.color.2sided@mail.wvu.edu	Color, Both sides

Wait for the automated reply that your document is being processed then pick any Bizhub machine in the building.

- Swipe your ID Card on the card swipe on the right side of the machine
- Press Print on the menu
- Highlight your documents by touching them.
- Print by pressing the blue Start button and logout with the Access button.

Wireless Printing

- Got to myprinting.wvu.edu and log in using your WVU credentials.
- Select "Upload" and choose your document

MyPrinting supports files up to 50MB in size and the following formats:

- Word
- Excel
- Powerpoint
- PDF
- Images
- Text
- Visio

- Select the color type, sides per page, and number of copies. (The site updates your preferences so there's no need to save)
- Proceed to any Bizhub printer.
- Swipe your ID and select your job. Print by pressing the blue Start button and log out using the Access button.