PRINTING VIA BUFF PRINT
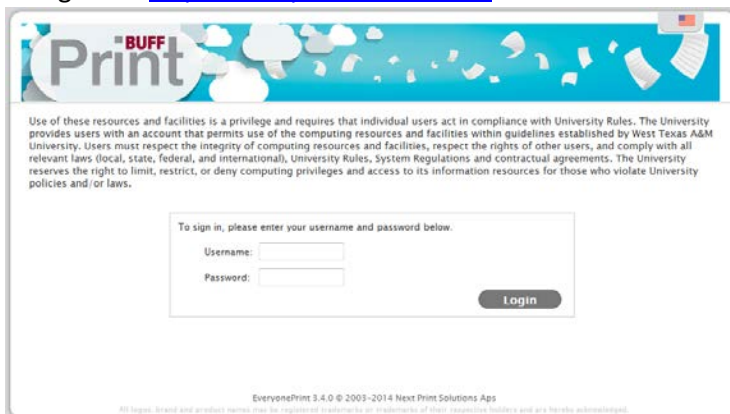
1. Navigate to https://buffprint.wtamu.edu
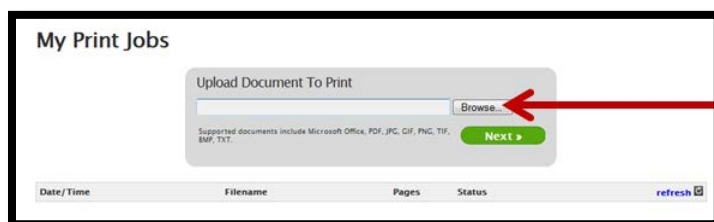

2. Login using your WTAMU username and password.

3. Click Browse… and select your file in the "Choose File to Upload" box.

4. Click the "Open" button.
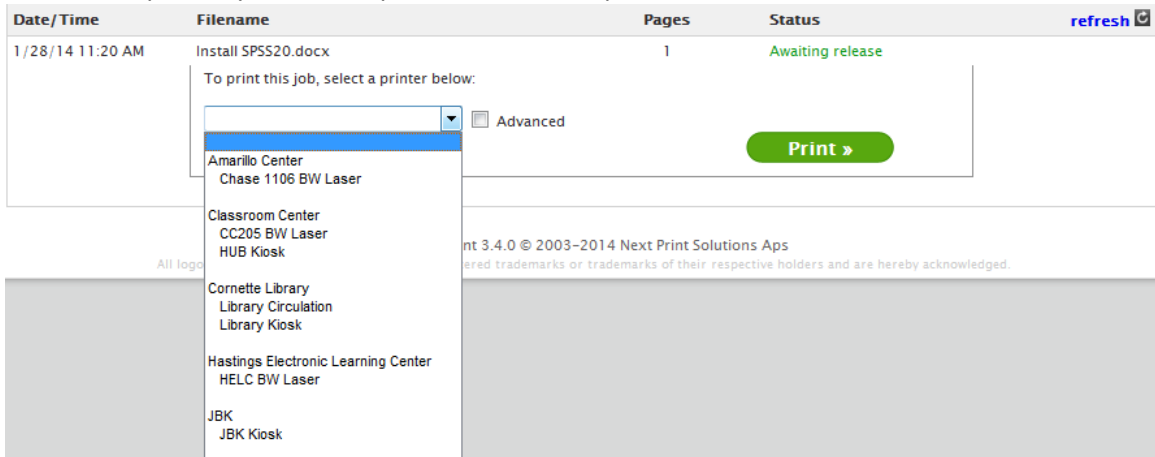
5. Click the "Next" button.

6. Your filename and status will be displayed:

7. After a few moments, the status will show "Awaiting Release". You can click "refresh" to update the status if it is not doing so automatically.

8. Choose the printer you wish to print to via the drop-down box:

Date/Time	Filename	Pages	Status	refresh
1/28/14 11:20 AM	Install SPSS20.docx	1	Awaiting release	

To print this job, select a printer below:

☐ Advanced

Amarillo Center
  Chase 1106 BW Laser

Classroom Center
  CC205 BW Laser
  HUB Kiosk

Cornette Library
  Library Circulation
  Library Kiosk

Hastings Electronic Learning Center
  HELC BW Laser

JBK
  JBK Kiosk

Print »

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9. If you wish to apply any advanced options (number of copies, page range, duplex), check the "Advanced" checkbox and configure as you would like.
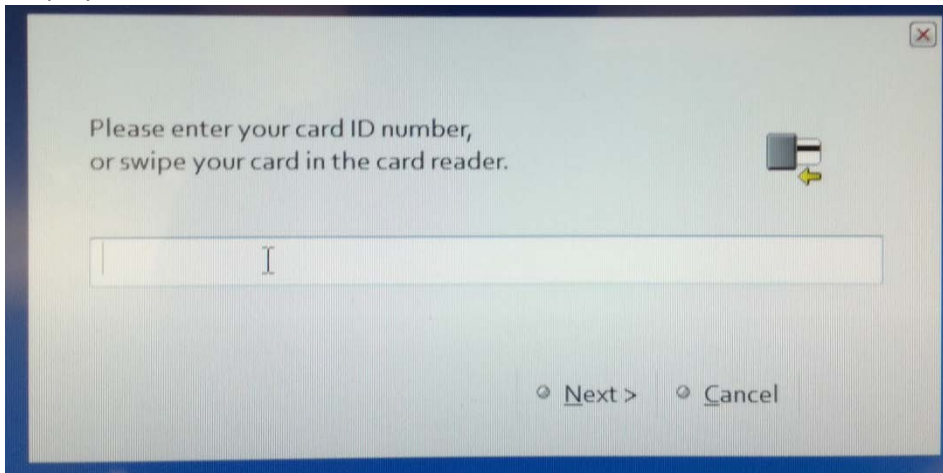
10. Click the "Print" button.

11. You will get a confirmation message:

Date/Time	Filename	Pages	Status	refresh
1/28/14 11:20 AM	Install SPSS20.docx	1	Printed	

Your print job has been sent to the selected printer successfully.
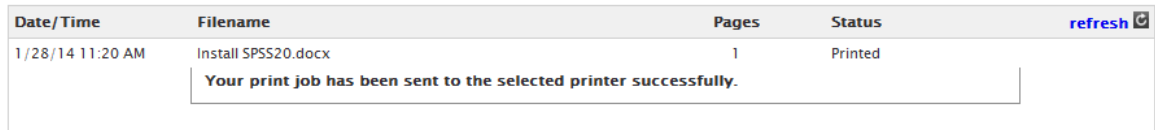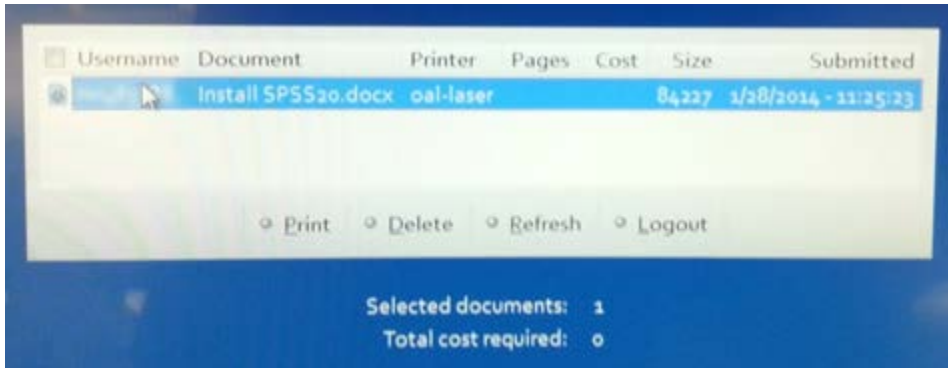
12. You may now log out of the Buff Print web interface or upload additional documents as needed.

13. Visit the printer you selected in step 8.

14. Swipe your Buffalo Gold Card.

Please enter your card ID number,
or swipe your card in the card reader.

○ Next >   ○ Cancel

15. Choose any (or all) print jobs you wish to print. To select all jobs, check the checkbox in the upper left corner, to the left of the username column.

	Username	Document	Printer	Pages	Cost	Size	Submitted
●		Install SPSS20.docx	oal-laser			84227	1/28/2014 - 11:25:23

Print   Delete   Refresh   Logout

Selected documents: 1
Total cost required: 0

16. Press the "Print" button.

17. Retrieve your print jobs from the printer.