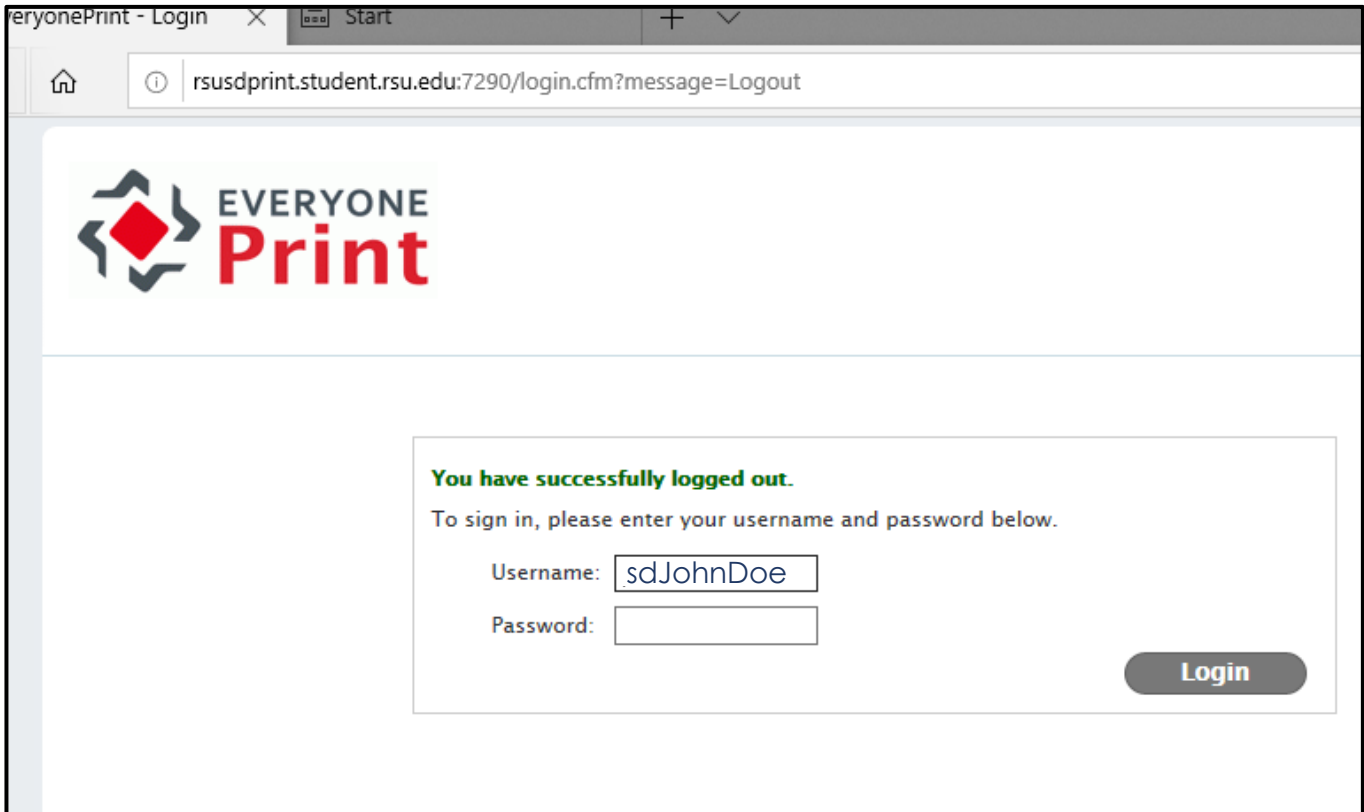



## EveryonePrint User Guide

1. From a web browser, visit <https://rsusdprint.student.rsu.edu:9443/>
2. Enter your RSU computer login username and password. (Do **not** include @student.rsu.edu or @rsu.edu after your username.)



EveryonePrint - Login

rsusdprint.student.rsu.edu:7290/login.cfm?message=Logout



**You have successfully logged out.**

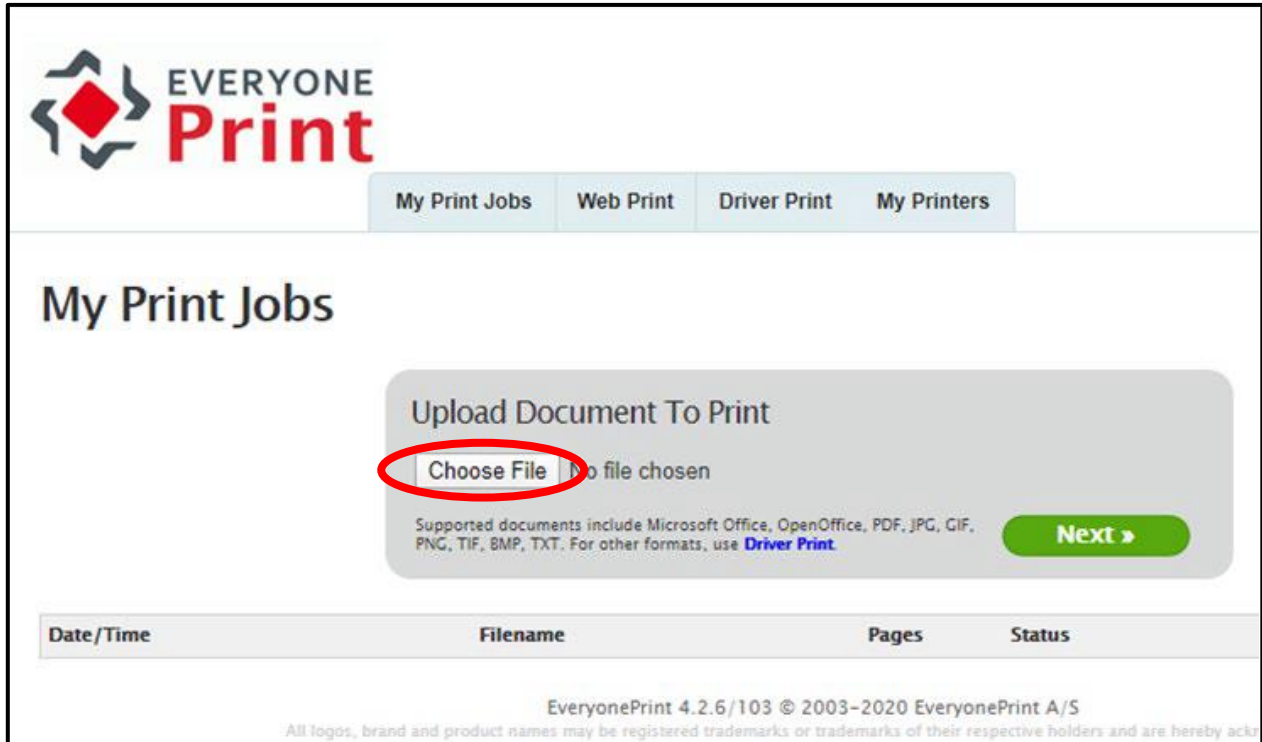
To sign in, please enter your username and password below.

Username:

Password:

Login

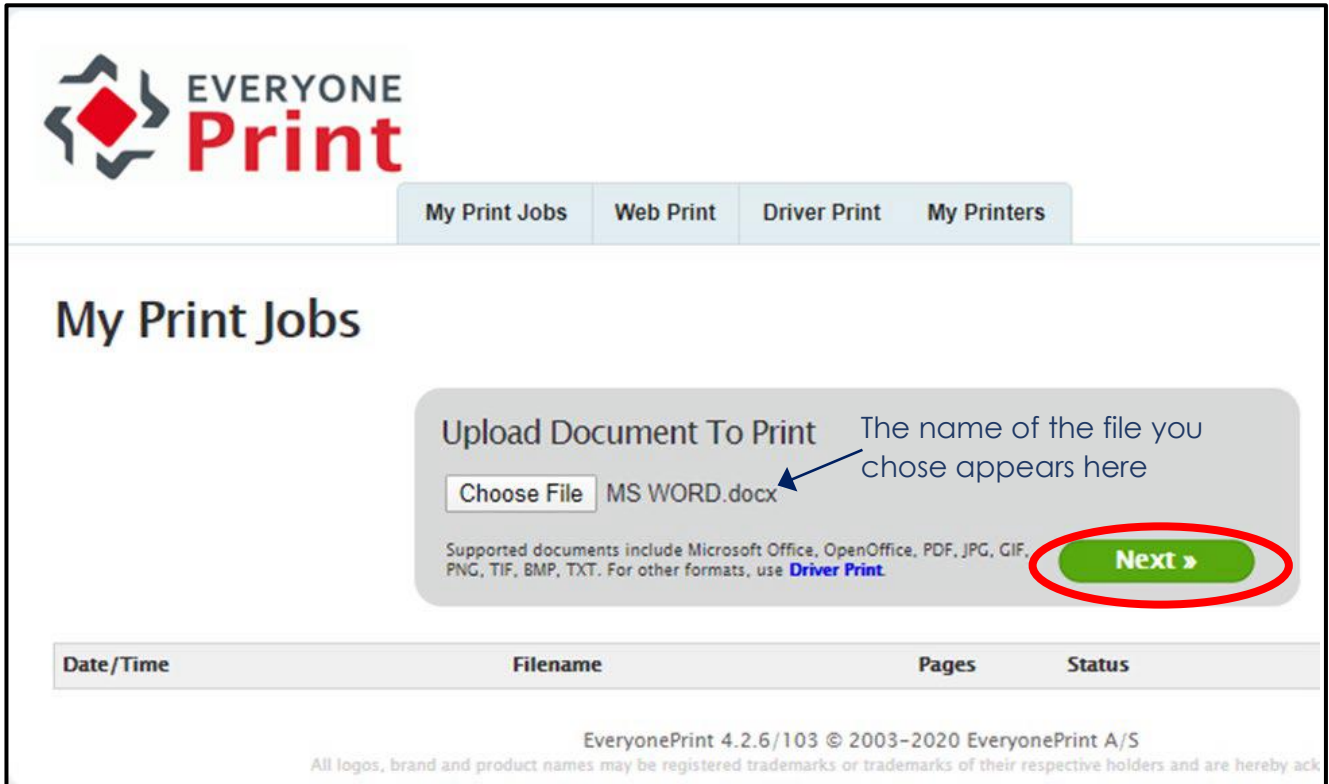
3. Click "Choose File".



The screenshot shows the 'EVERYONE Print' logo at the top left. Below it are navigation tabs: 'My Print Jobs', 'Web Print', 'Driver Print', and 'My Printers'. The 'My Print Jobs' tab is active. The main heading is 'My Print Jobs'. Below this is a grey box titled 'Upload Document To Print'. Inside this box, there is a 'Choose File' button circled in red, followed by the text 'No file chosen'. Below the button, there is a list of supported document formats: 'Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT. For other formats, use [Driver Print](#)'. To the right of this text is a green 'Next >' button. At the bottom of the page, there is a table header with columns: 'Date/Time', 'Filename', 'Pages', and 'Status'. Below the table header, there is a footer with the text: 'EveryonePrint 4.2.6/103 © 2003-2020 EveryonePrint A/S' and a small disclaimer: 'All logos, brand and product names may be registered trademarks or trademarks of their respective holders and are hereby ackn'.

4. Select the file on your computer that you wish to print.

5. Click "Next".



**EVERYONE Print**

My Print Jobs   Web Print   Driver Print   My Printers

## My Print Jobs

**Upload Document To Print**   The name of the file you chose appears here

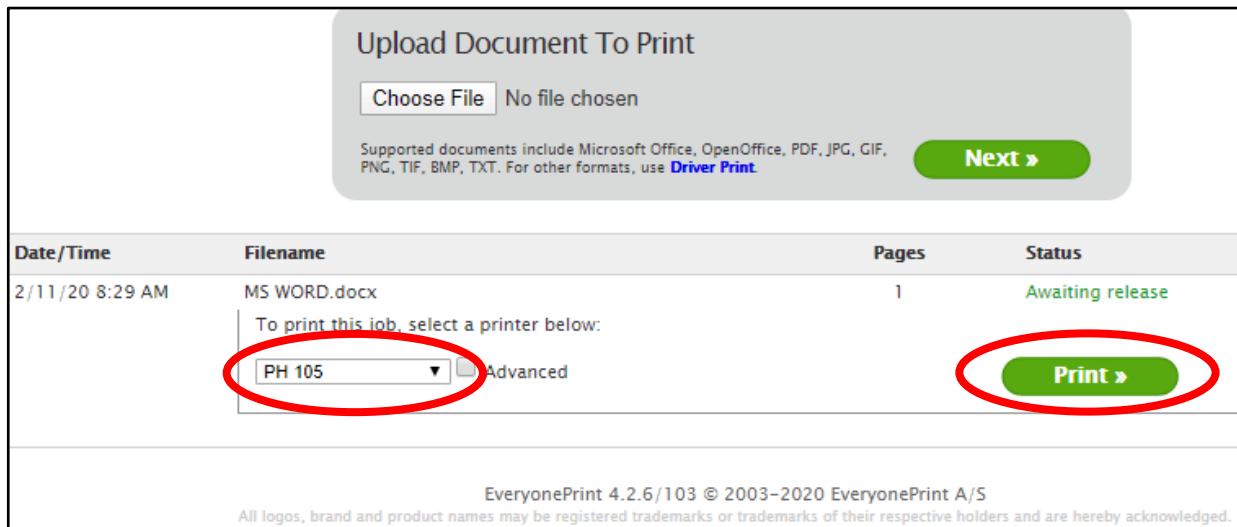
Choose File   MS WORD.docx

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT. For other formats, use [Driver Print](#).

**Next »**

Date/Time	Filename	Pages	Status
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6. Select your desired printer from the drop-down menu, then click "Print".



**Upload Document To Print**

Choose File   No file chosen

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT. For other formats, use [Driver Print](#).

**Next »**

Date/Time	Filename	Pages	Status
2/11/20 8:29 AM	MS WORD.docx	1	Awaiting release
To print this job, select a printer below:			
<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">PH 105 ▼</div> <span>Advanced</span> </div>			
<b>Print »</b>			
EveryonePrint 4.2.6/103 © 2003–2020 EveryonePrint A/S All logos, brand and product names may be registered trademarks or trademarks of their respective holders and are hereby acknowledged.			



7. Your job will be printed from the printer you selected.

The screenshot shows a web interface for uploading documents. At the top, there is a section titled "Upload Document To Print" with a "Choose File" button and the text "No file chosen". Below this, a list of supported document formats is provided: Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT. A "Next >" button is visible. Below the upload section is a table with columns for Date/Time, Filename, Pages, and Status. A message box below the table states "Your print job has been sent to the selected printer successfully." Two blue arrows point from the text "Look for the success messages here." to the message box and the "Printed" status in the table.

Date/Time	Filename	Pages	Status
2/11/20 8:29 AM	MS WORD.docx	1	Printed

Your print job has been sent to the selected printer successfully.

8. **NOTE:** If you selected the Canon Secure Print printer, you must use your RSU ID card to release it from a Canon copier. It will not print automatically. If you are printing from an off-campus location, please use this option. Pickup locations are listed below.



## Printer Locations

### Claremore Campus:

- Baird Hall (BH) – 206, 208, & 210
- Herrington Hall (HH) – 132, 136, & 258
- Health Sciences Bldg. (HS) – 227, 236, & 250
- Preparatory Hall (PH) – 105
- Stratton Taylor Library (STL) – 116, 202, 310
- Canon Secure Print:
  - Dr. Carolyn Taylor Center (CTC) – 116
  - Loshbaugh Hall (LH) – 200
  - STL 202
  - University Village B Clubhouse (UVCH) – 118

For hours of operation, visit this link: <https://www.rsu.edu/academics/academic-resources/computer-labs/>

### Bartlesville Campus:

- Lab 720
- Tutor Lab 725
- Canon Secure Print:
  - Outside of Room 719
  - Room 116

For hours of operation, visit this link: <https://www.rsu.edu/bartlesville/student-resources/computer-lab-testing-center/>

### Pryor Campus:

- Canon Secure Print:
  - Room 105

For hours of operation, visit this link: <https://www.rsu.edu/pryor/computer-lab-testing-center/>