

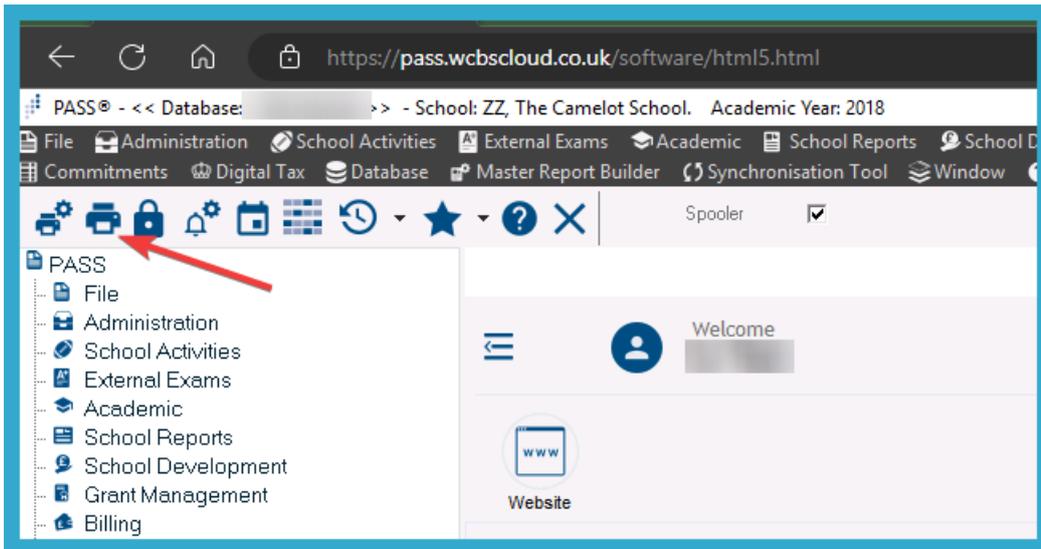
Printing on PASS Hosting

When printing from PASS it works quite similar as to when you are running it on premise. The document below provides steps on how to Print from PASS and Print files (Excel/Word).

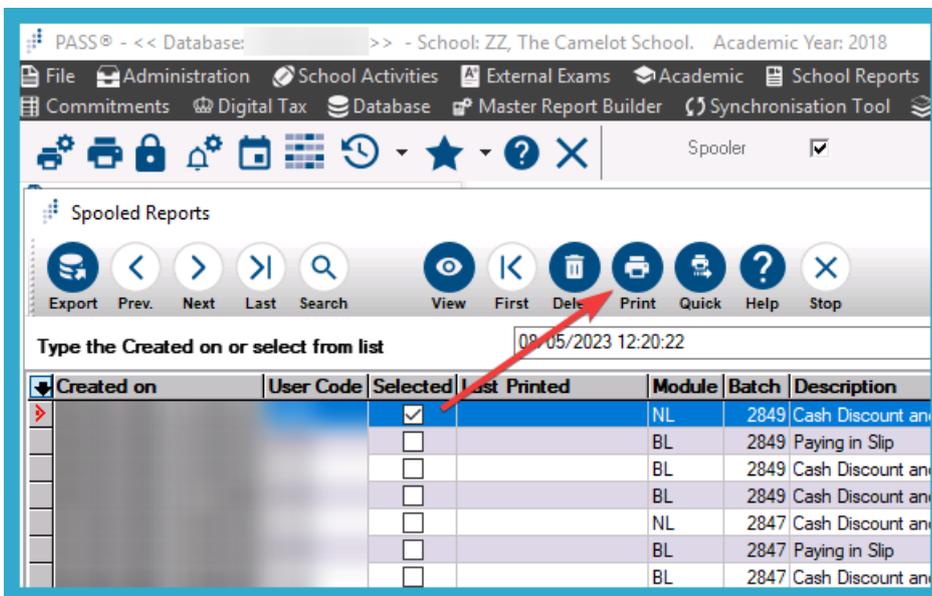
Printing from PASS

There may be other ways to print from PASS but going via the spooler is the most common.

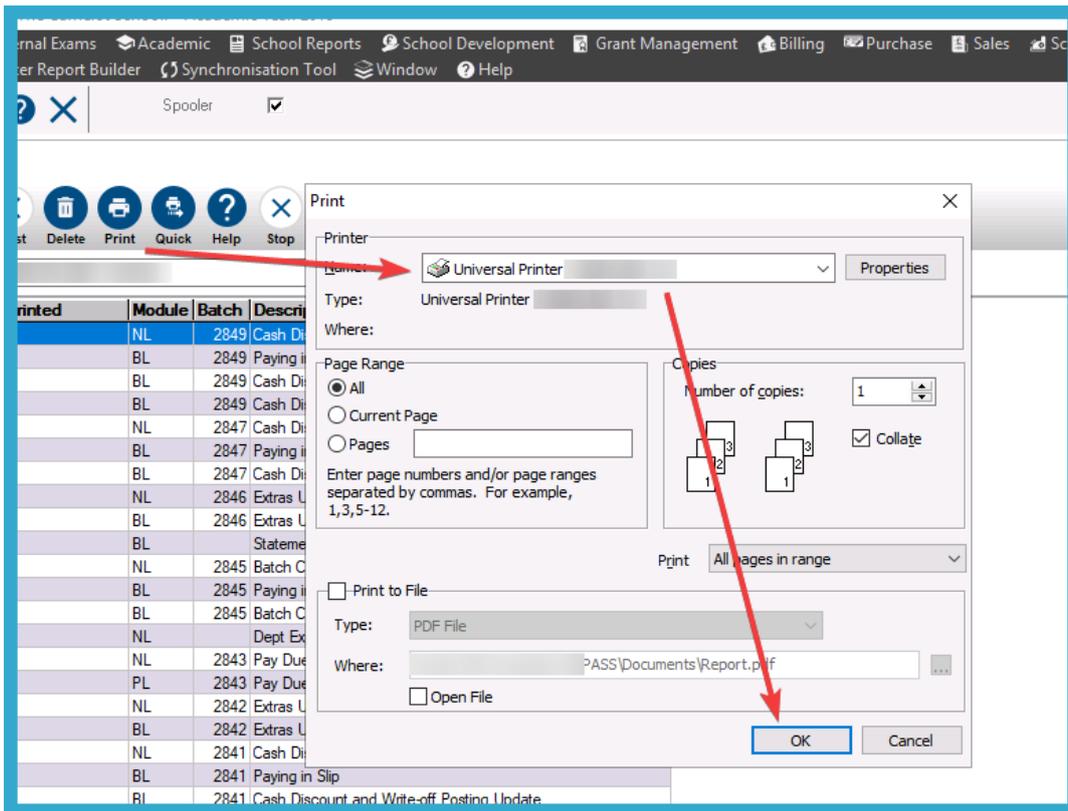
1. First, go to the Spooler in PASS



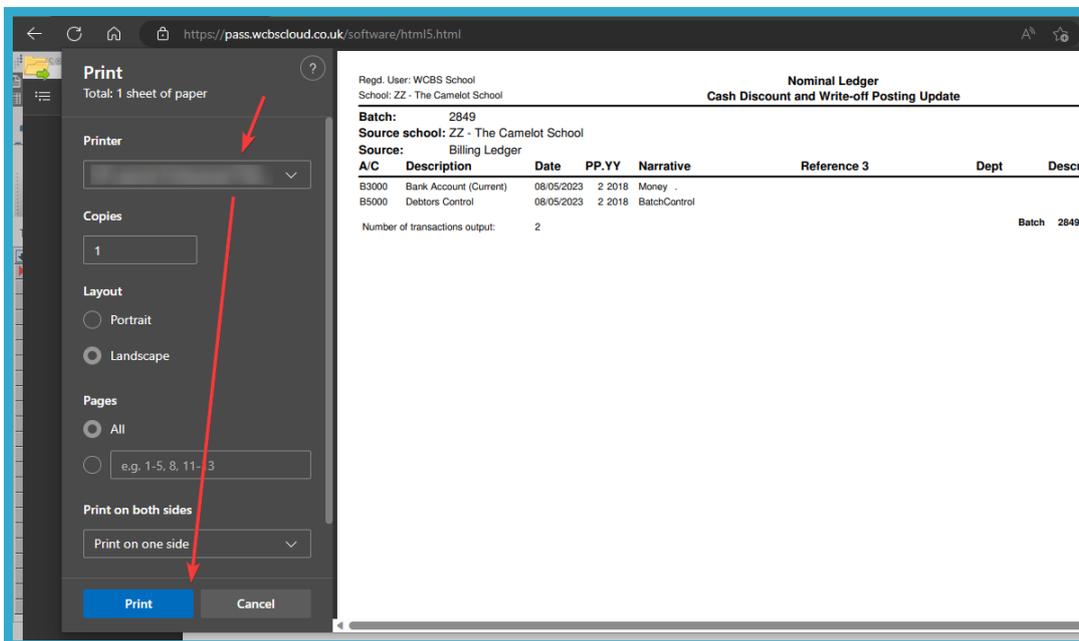
2. Select the item you wish to print and click on one of the print icons (print or quick)



3. Press OK

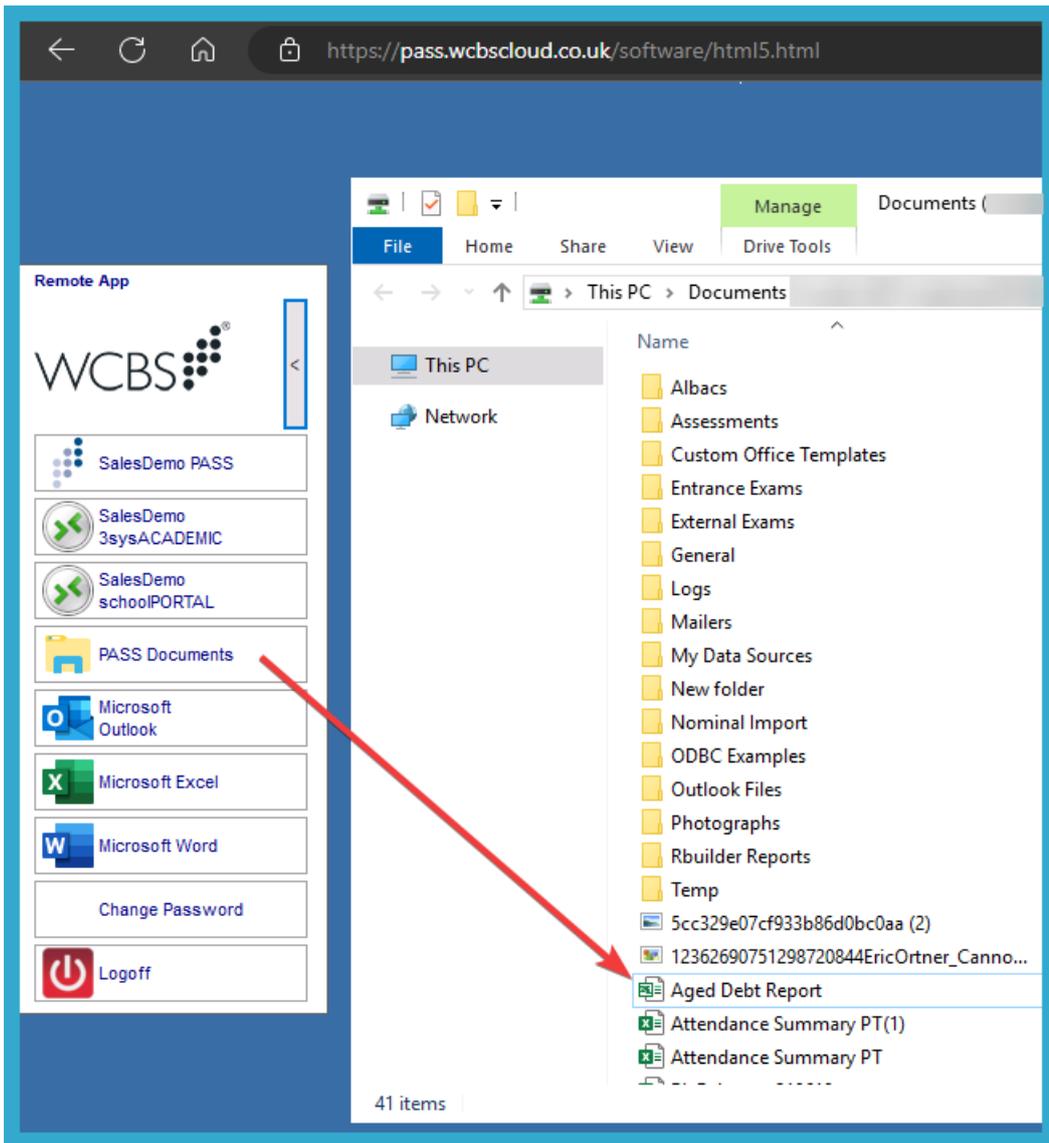


- The print will be redirected to your web browser where you can select/change the printer you want to print to that is attached to your device

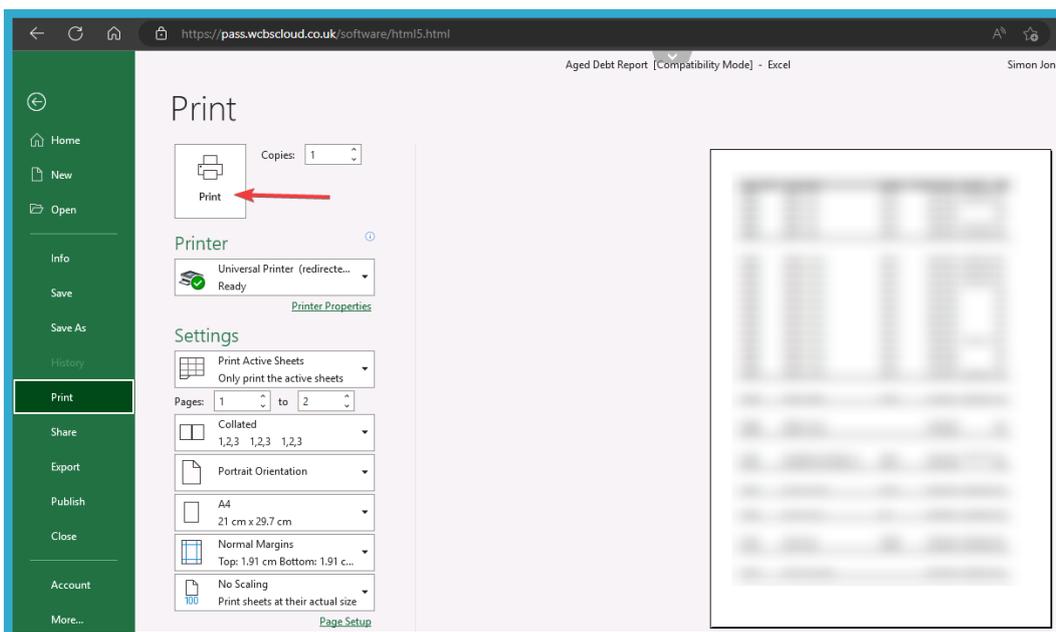


Printing Files

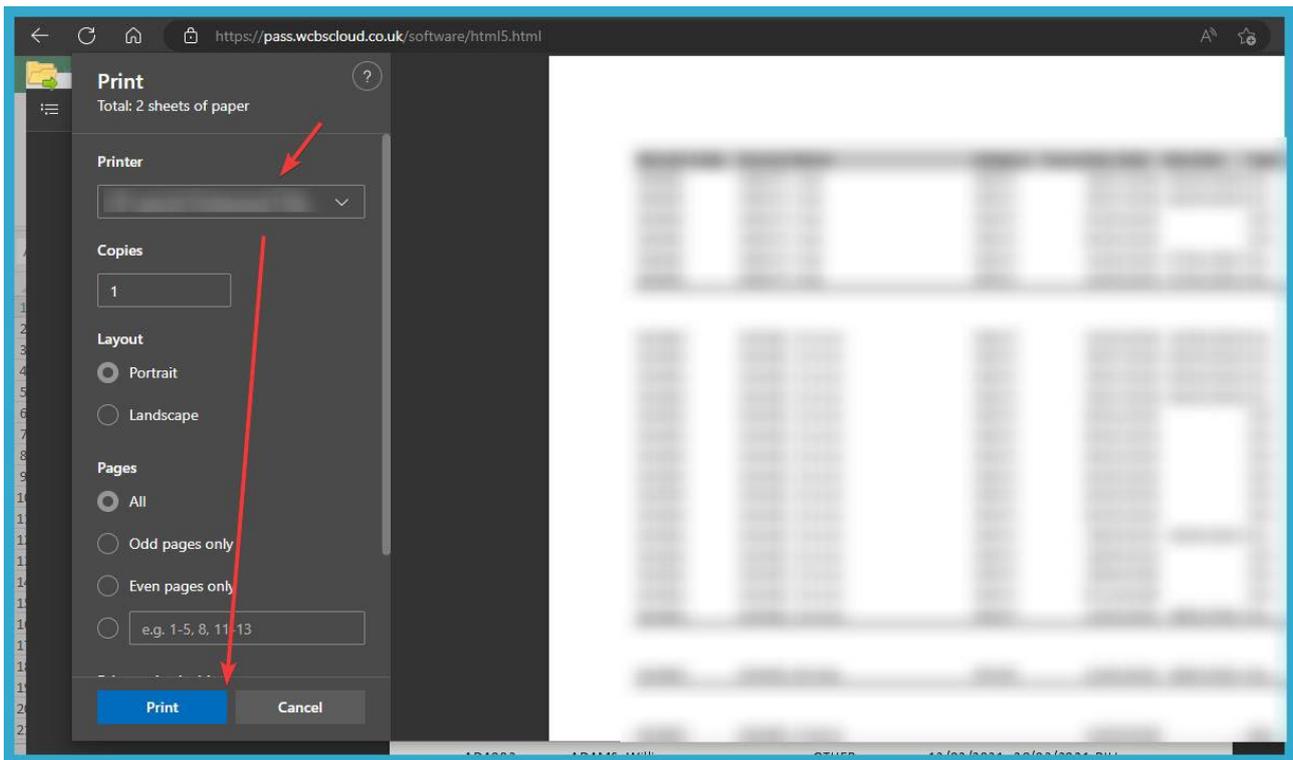
- Go to the PASS Documents area and open a file



2. When the file is opened go to Print



- The print will be redirected to your web browser where you can select/change the printer you want to print to that is attached to your device



If you have any further questions please contact WCBS Support by calling 01458 833055 or emailing support@wcbs.co.uk.