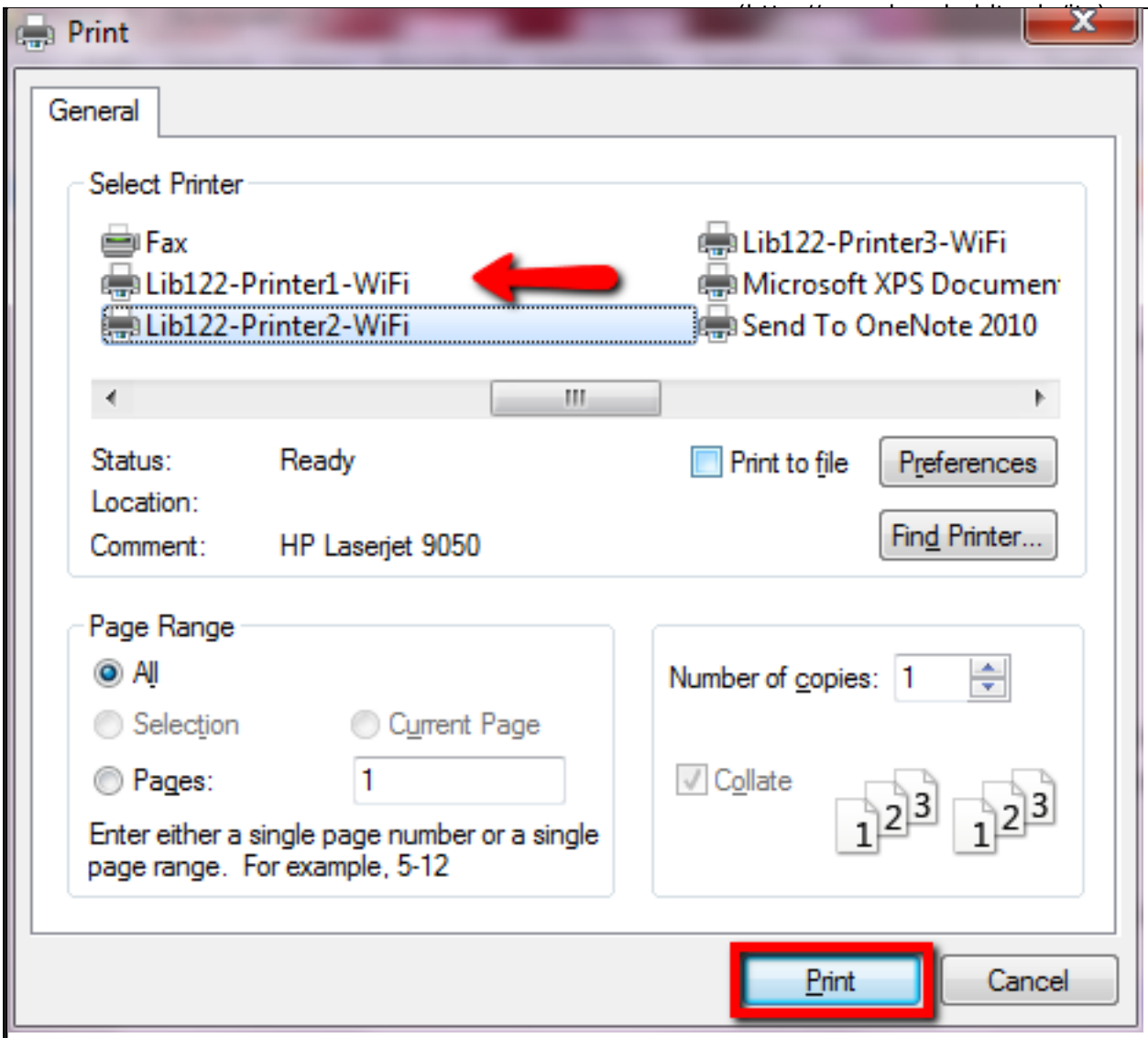
Pay-for-Print :: Printing to Wireless Windows Printers

Once you've installed the wireless printers [1], follow these instructions to print your documents from your laptop. You must be on the campus wireless network. You will not be able to print from home.

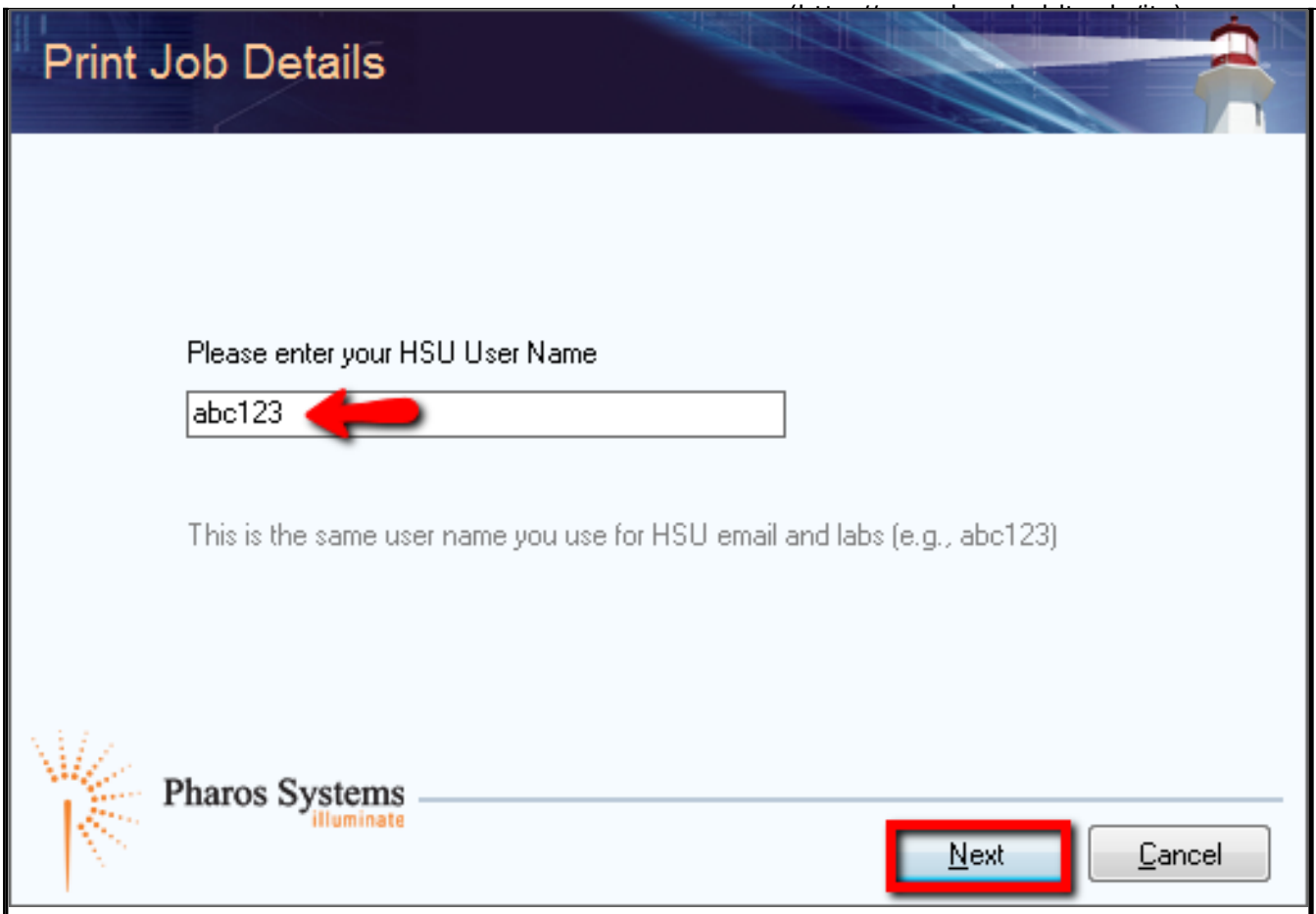
NOTE: We strongly recommend that you be near the printers when you print. Thousands of pages go through these printers each day, and if your document is left on the printer for more than a few minutes, it might accidentally be picked up by someone else. Refunds will not be granted if your document disappears.

Step 1: Print your document from the software you are using (**File > Print**). It's always a good idea to preview your document before you print so you know how many pages you will be charged for.
Step 2: Select a printer from the Print window and **click Print**. The location of the printer matches the name of the printer. If you're printing in the Library, be sure to chooes a Lib122 printer. If you're printing in BSS, choose a BSS printer. You can print any of the printers that are available. If you see a line of people waiting at a particular printer, you may want to print to one of the other options.

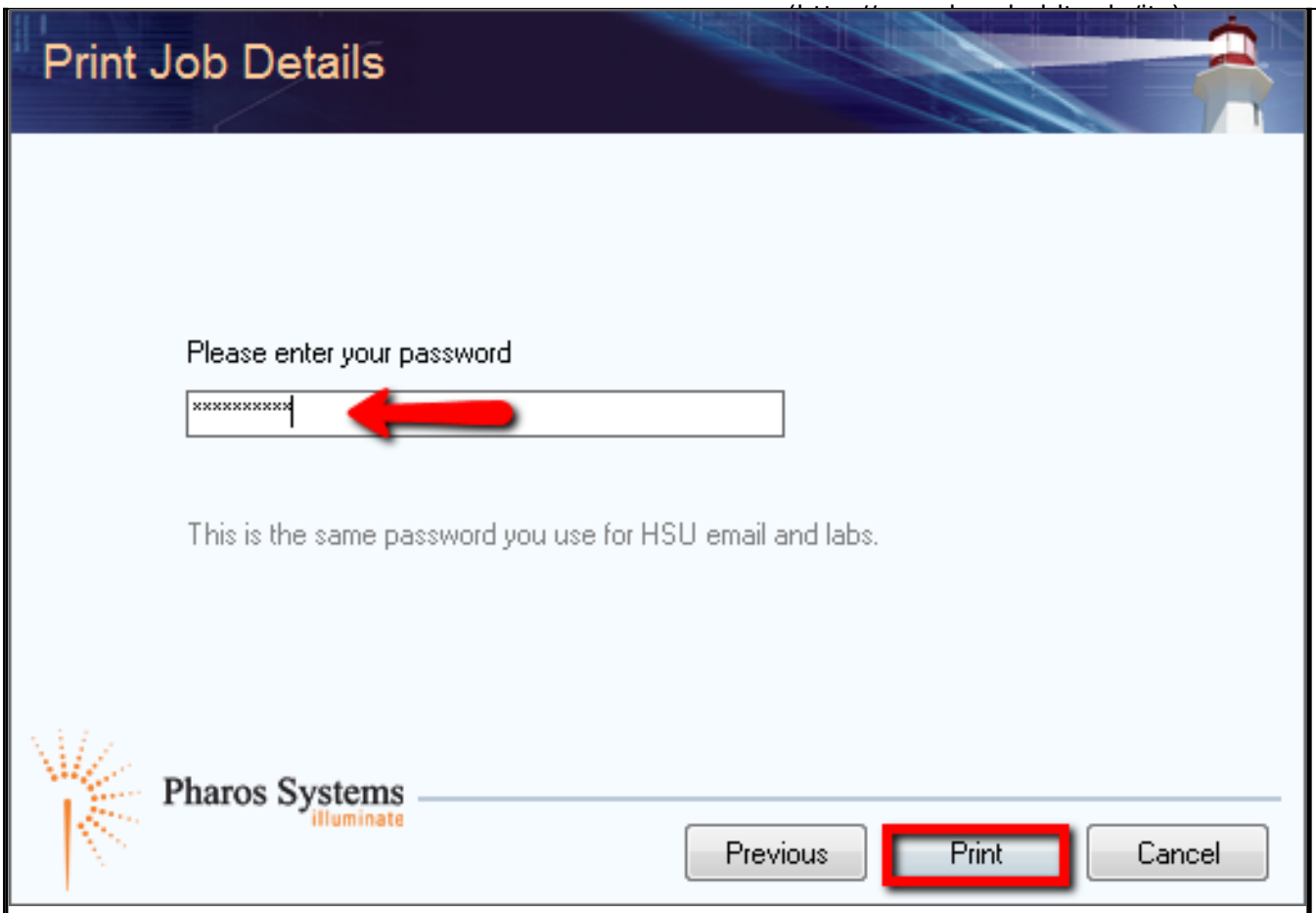


Step 3: You may see some windows letting you know that the software is being updated. This happens once a day (the first time you print) and makes sure the printers get any necessary updates.

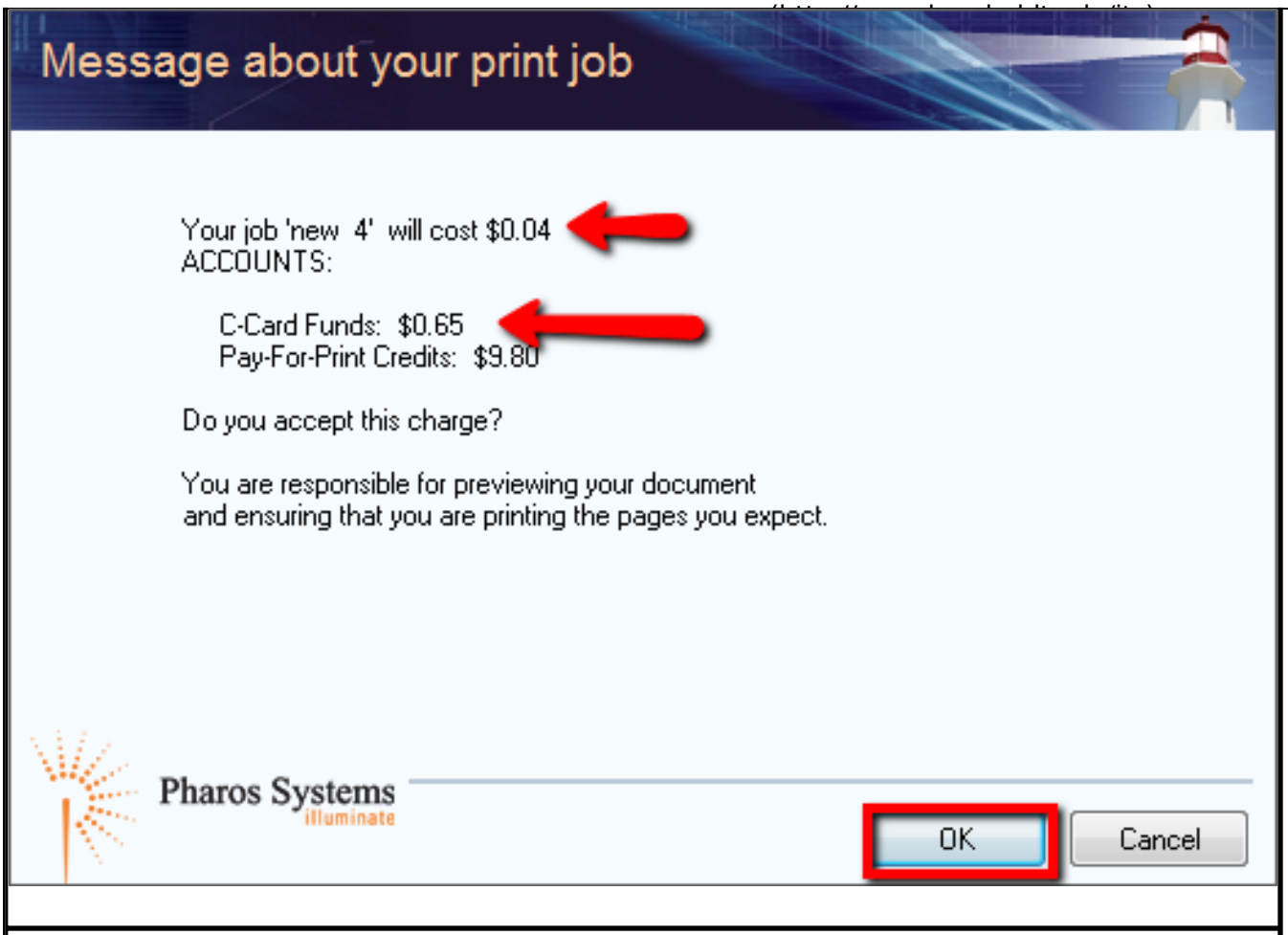
Step 4: Enter your HSU User Name **[2]** (e.g., abc123) and **click Next**. (This is the same user name you use for HSU email, Moodle [3], and to log in to labs).



Step 5: Enter your **Password** and **click Print**. (This is the same password you use for HSU email, Moodle, and to log in to labs).



Step 6: A window will display, listing the cost of your print job and your C-Card balance. To accept the charges, **click OK**. To cancel your print job, click Cancel. (This window will disappear after 20 seconds if you do nothing. If you didn't click OK, you will not be charged and your document will not print).



Your document will print out on the printer you selected in step 2.

Related Topics

Printing [4]

Source URL: http://www.humboldt.edu/its/payforprint-wifi-printwin

Links:
[1] http://www.humboldt.edu/its/payforprint-wifi-installwin
[2] http://www.humboldt.edu/its/glossary/5#term99
[3] http://www.humboldt.edu/its/glossary/5#term206
[4] http://www.humboldt.edu/its/category/quicklinks/printing