How to print from a library computer

How To Print
1. Make sure you are logged into the computer with your OWN username.
2. Select Print from the application you are using.
3. Choose the printer named “Printers”
   • Use this printer to print to ANY library public printer – you will choose which printer to pick it up at when you go to the printer
   • Use this printer for both color and B&W printing
4. In the printer preferences or printer options, select the options you want:
   • Black and white or Color
   • Single-sided or double-sided
5. Once you have selected all the options you want, click Print.
6. Go to any library printer to release the job

Printing from your laptop
See instructions at www.wesleyan.edu/its/services/printing/labs.html

Printing defaults
• If your page has color in it, it will default to color printing.
• If your page is only B&W, it will default to B&W printing
• Defaults is duplex (double-sided) printing
• Print jobs are available to release at any library printer for 48 hours. After 48 hours, the job is deleted from the print queue.

Who can print?
• Current Wesleyan student, faculty and staff members with a Wesleyan ID card or Wesleyan network username and password.
• Guests with a Wesleyan guest network account. Guest print and copy charges will be billed to the account of the student that created the guest login.

Print queue name for any color or B&W library printer: “Printers”