Printing Instructions

Printing from Library Computer Stations

1. Log in with your EUID and Password to a library computer and open the file you want to print.
2. Find the print command in the program's menu or taskbar.
3. The printer selection defaults to LibraryPrintingBW. For color printing, select LibraryPrintingColor.
4. Adjust other printer settings as needed.
   - Windows: printing is double-sided by default but can be changed in the printer settings.
   - Mac: Save as a PDF and use Adobe Acrobat DC to select double-sided printing.
5. Click Print. When the Login box appears, log in again, then click OK.
6. When the Print Job Confirmation box appears, confirm printing cost and click Yes.
7. In the Print Job Notification box, confirm the print job actions and click print.
8. Locate the printing location for the printer you selected. Release the document with your login.

Printing from Personal Device or Web Printing

1. Log into your [Printing Account](#).
2. Click on the Web Print tab on the left side of the page.
3. Click on Submit a Job.
4. You will find the list of printing locations.
5. Select the appropriately named printer

   libpubpapercuts\LibraryPrintingBW

   libpubspapercuts\LibraryPrintingColor

6. Enter the amount of copies desired and click on Upload Documents.
7. Drag the document you are choosing to print onto Drag files here or select Upload from computer.
8. After selecting the document, click on Upload & Complete.
9. Locate the printing location for the printer you selected. Release the document with your login.