

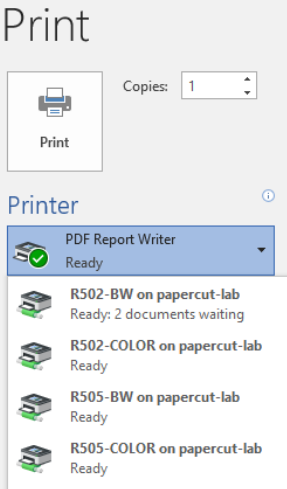
Printing in 5 Easy Steps

1. Log in to any computer in our lab. Look for the pop-up with your ONE Card balance. *Need to add money? Use OneCampus to access your ONE Card account. (Ask us if you need help.)*



2. Open the document or file you want to print.

Click **File**, then click **Print**.



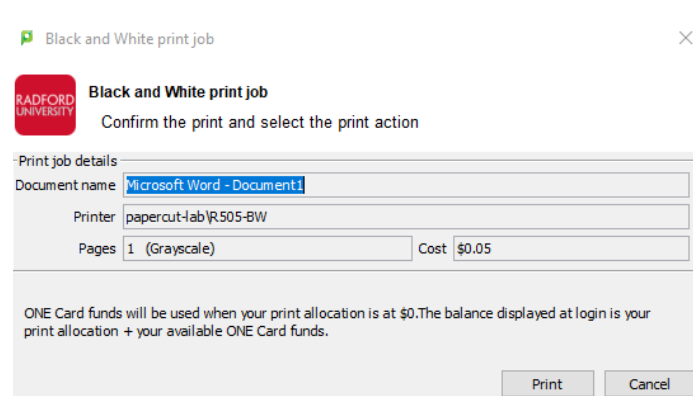
3. Use the printer drop-down menu to select a printer.

The computer lab printer is R505, the hallway printer is R502.

Both have a black-and-white option and a color option.

The default is single-sided, but you can change that here, too.

4. Click **Print**. A pop-up will appear confirming the cost of the print job. Click **Print** on the pop-up to send your job to the printer.



Printing a large file? Please be patient -- it may take a few minutes to start.

5. Collect your job from the printer.

Still need help? Ask at the Library Desk.