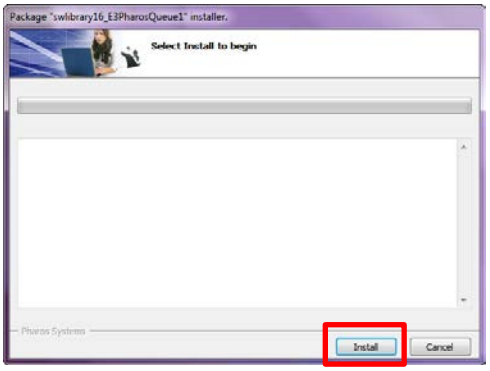
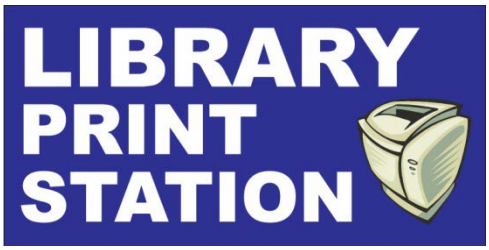
WIRELESS PRINTING IN THE LIBRARY FOR PCS

UT SOUTHWESTERN MEDICAL CENTER
LIBRARY

1) You must have admin rights on your PC laptop.
2) Connect to the UTWPA2 wireless network using your UT Southwestern ID and password.
3) Go to the Library's home page, go to **Library Services,** select **more…**, then **Printing and Photocopying.**

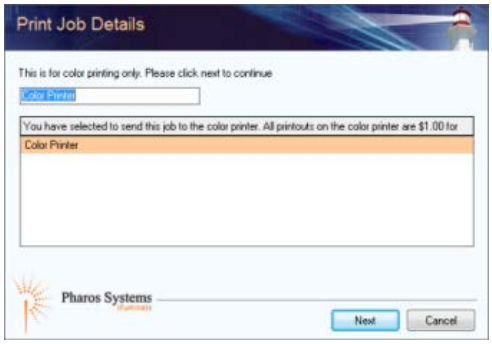


4) Click your printer preference from the three possible download options:
   - **Black & White** ($0.10 per page), available at North Campus Branch Library.
   - **Black & White** ($0.10 per page), available at South Campus (main) Library.
   - **Color** ($1.00 per page), available at South Campus Main Library.



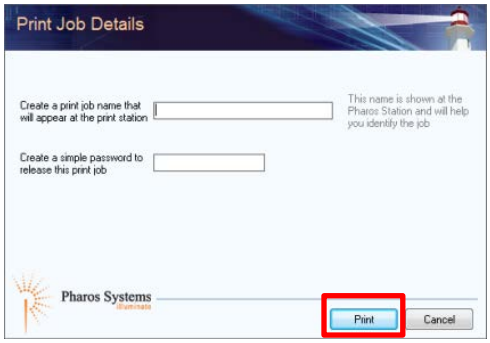
5) Click **Install** at bottom of window.

6) Then you see the following when finished installing, click **Finish**.



7) All Library print jobs default to two-sided/duplex printing. You can change this option in your printer settings when you initiate your print request.

8) When you print, you will be prompted with a pop up window to give your print job a name and also a password. When you have done this, click **Print**.



9) Go to any designated **Library Print Station** to release your print job swipe your print card and then select your print job. You will be prompted to enter the password you gave the job before it prints (passwords are case sensitive). Any print jobs still in queue for more than 23 hours will be deleted.

10) Your job will print out. Please click the **Log Off icon** on the print station when finished printing.