

PRINTING WIRELESSLY

OVERVIEW

Wireless Printing allows you to print to the wireless printer in Watzek Lab, Dubach Mac Lab and the Grad Lab from your personal computer. This helpsheet assumes that you have already configured the wireless printer on your computer.

Process

1. Choose the **Print** option in whatever program you are using. In the Print dialog box, click the printer drop down box and select your configured Wireless printer. Click **OK**.

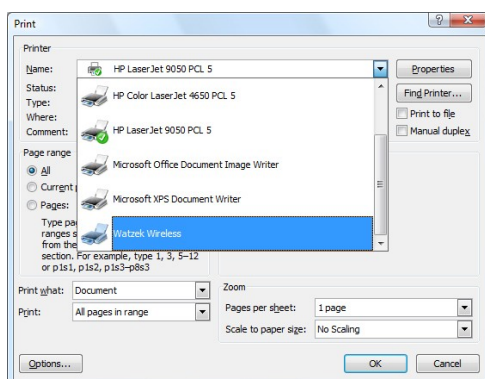


figure 1: sample print dialogue PC

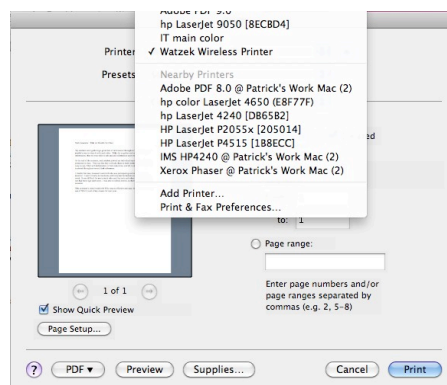


figure 2: sample print dialogue Mac

Your print job will show it has been printed, but it is actually being held in a queue on your computer waiting to be released to the printer. You may have multiple jobs waiting in this queue to be printed. To release a job to the printer:

1. Open a web browser and type <http://labs.lclark.edu> into the address bar and press the **Enter** key on your keyboard.
3. Click **Release Wireless Print Jobs**.
4. When prompted, type in your **Lewis & Clark login** information. Your username **MUST also include the domain**. (lclark\<username>) and click **OK**. TIP: if you have issues logging in, try changing your password by going to go.lclark.edu/it and clicking on "Student Links."
5. The print job you sent to the printer will appear in a list of all print jobs in your wireless print queue. Make sure to check the job you wish to print and then click the **Print** button.
6. You can also delete any unwanted print jobs by checking them and then clicking the **Delete** button. Your document should now print from the printer and will be deducted from your print quota.

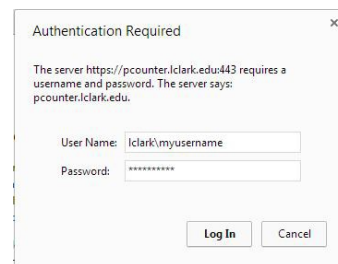


figure 3: authentication

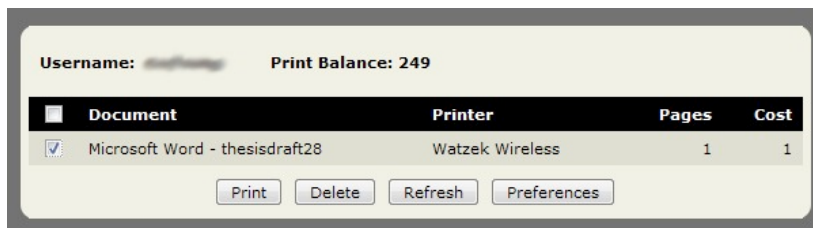


figure 4: print job release