

# Printing Instructions

Remember, if you chose the **Black and White Laser Printer** you can retrieve your job from any of the identified printers with the exception of the SMB Color Laser, located in the SMB lab, and the Savin Copier/Printer, located in the CATE Center.

1. From your laptop or a lab computer: When your document is created and you are ready to print, or if you are printing from email or the internet, when you select the print button, make sure you choose the correct printer. There will be three options to print provided by Meredith College.
  - a. **Black and White Laser Printer.** This is the printer you will select for all residence halls, the apartments, and most of the computer labs. The exceptions will be the SMB Color Laser, and the CATE lab printer.
  - b. **SMB Color Laser Printer.** This printer is located in the SMB lab room 262.
  - c. **Cate Lab Printer.** This printer is located in the CATE Center 2<sup>nd</sup> floor right next to the small computer lab.

## 2. Single Sided Printing

Select print and then choose the appropriate printer.

Press OK.

A Print Jobs Details window will open.

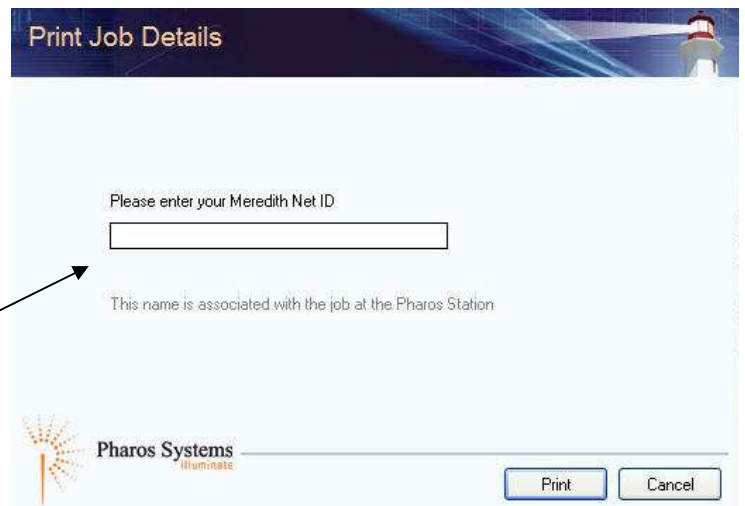
Enter your Net ID. Your net id is the first part of your email address before the @meredith.edu.

Example: [jonesb@meredith.edu](mailto:jonesb@meredith.edu)

**jonesb** would be the NetID

It is also your blackboard login and webadvisor login.

Select print to release the job.

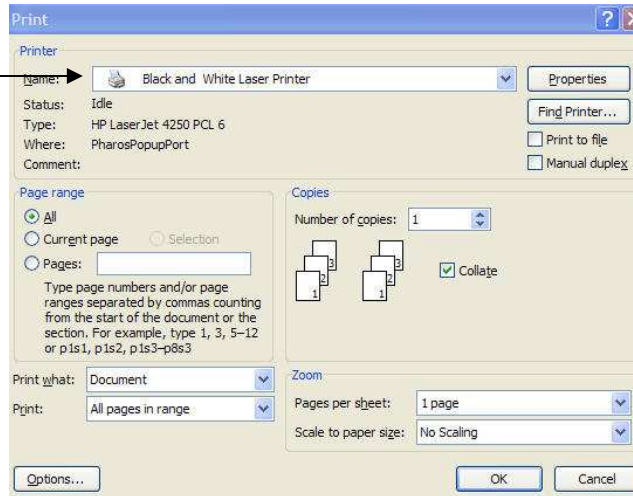


3. A popup will appear in the lower right corner of your laptop informing you of the cost of the print job.



4. **Duplex Printing** using the **Black and White Laser Printer** located in all Resident Halls, the Apartment, the Library, and the SMB Black and White Laser.

a. Select print and then choose the printer you will be using.

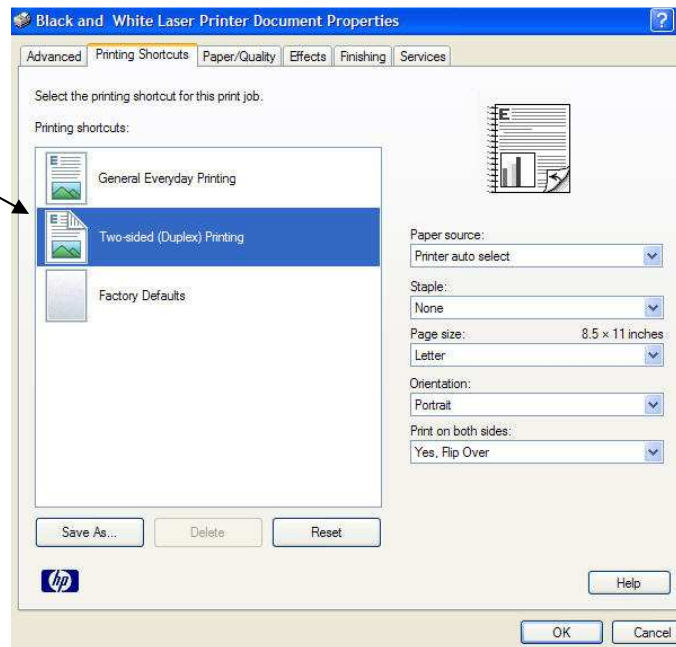


b. Select Properties.

c. Change Printing shortcuts to Two sided (Duplex) Printing

d. Press ok to close window.

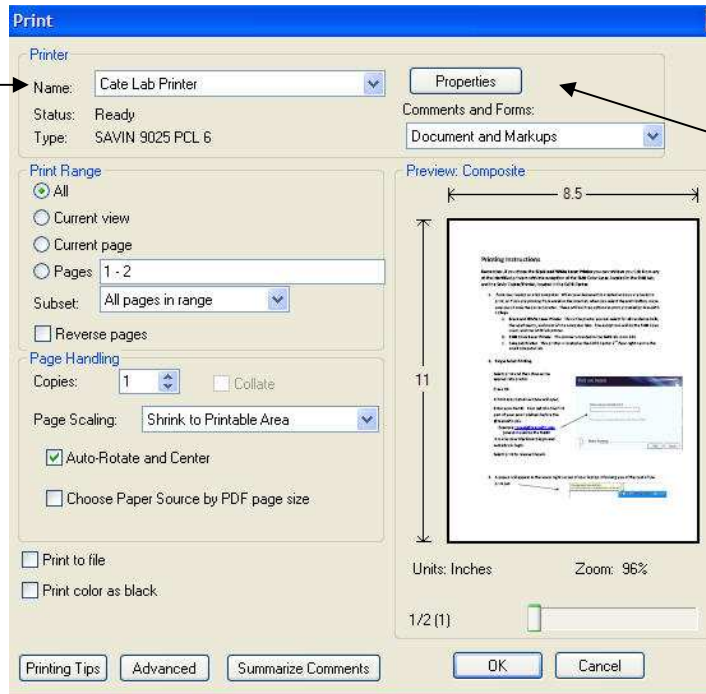
e. Press ok to open job details window.



f. See instruction in Single Side printing for filling out the Job Details information and printing.

5. **Duplex Printing** using the **Cate Lab Printer/copier** located next to the CATE Center computer Lab.

a. Select print and then choose the printer you will be using.



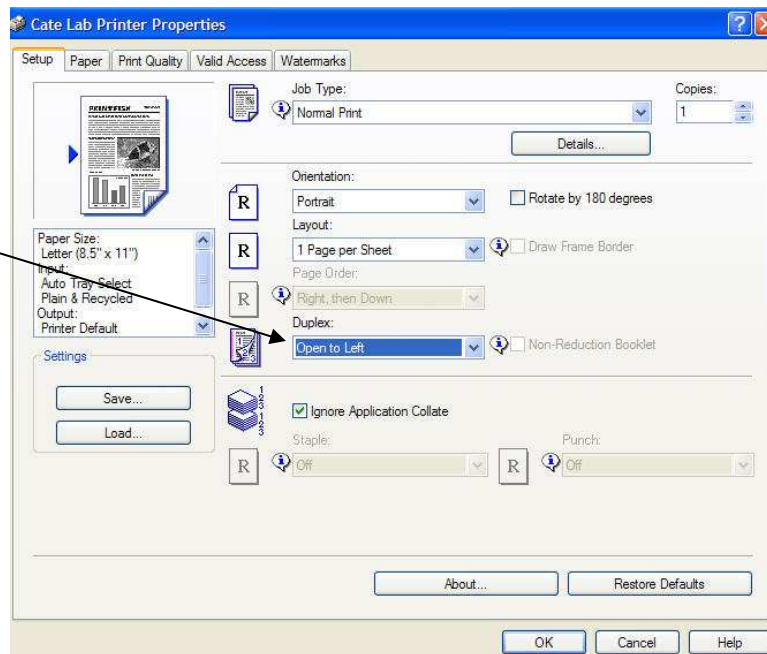
b. Select Properties.

c. Change Duplex to Open to Left (you may select the other options if you wish)

d. Press ok to close window.

e. Press ok to open Job Details Window.

f. See instruction in Single Side printing for filling out the Job Details information and printing.



After the print job has been sent, you will have 24 hours to retrieve it. After that the job will be removed from the print server and you will need to resend the print job.