



Printing from your Macintosh Laptop Computer

You can print to Library printers from your Macintosh laptop via the S-WISP wireless network or from an Ethernet (wired) connection. These instructions work for Mac OS X 10.3 or later and will not work for Mac OS 9.

Step 1:

- Open the Apple Menu (top right part of the screen) and click on “System Preferences...”
- Click “Print & Fax” or “Print and Scan” icon
- Click on the “Add New Printer” (Mac OS X 10.3) or the “+” symbol (Mac OS X 10.4 or later)
- Select IP Printing
- Fill out the fields as shown below and click the “Add” button

The screenshot shows the 'Add Printer' window with the following fields filled out:

- Protocol:** Line Printer Daemon - LPD
- Address:** saltspring.it.int.viu.ca (Valid and complete address.)
- Queue:** 305-hold-bw (Leave blank for default queue.)
- Name:** Library B&W Printer
- Location:** Info Commons
- Print Using:** HP LaserJet 4250

An 'Add' button is located at the bottom right of the dialog.

If you wish to print in colour add a printer exactly the same way but use the Queue name *305-hold-colour* and select the model *HP Color LaserJet 4550*.

Step 2:

- a. Open the document you would like to print. Go to the File menu and click on the “Print...” command. The Print dialogue box will open.
- b. In the Printer Name field, click on the drop-down list and select the printer you like to use such as the Library B&W (10¢ per page) or Library Colour Printer (costs \$1.00 per page). Click OK. ***You will not get a box popping up asking for a username and password. This is ok!***

Step 3:

- a. Go to any **Print Release Station**. On the screen click: Student Computer Account.
- b. Enter Username and password (DISCOVERY Account).
- c. Another box appears with your username, change this to your Macintosh Computer User Account, if you don't know this, leave this field black and click **Login**.
- d. You will see a list of print jobs. Find your print job by your mac user account, the name of the document, or by the time you sent it from your laptop. Click on the job you want to print.
- e. The screen tells you how many pages will print, how much the printout will cost, and what your card balance will be. Click the Print Selected button. Your document will print.

Printing to other campus printers from your laptop

Here are other printers in campus computer labs that you can connect to from your laptop.
N.B. most of the labs listed below are also used for classes

Building 180 (ASTEC)

180-248hp-hold (Room 248)

Building 205 (CAP)

205-100hp-hold (1st floor)

Building 255 (International)

255-105hp-hold (Room 105)

255-120hp-hold (Room 120)

255-100hp-hold (Open Lounge)

Building 305 (Library)

305-hold-bw (3rd and 5th Floor)

305-hold-colour (3rd Floor)

Building 356 (Education)

356-340hp-hold (Room 340)

356-atrium-hold (Atrium)

Building 360

360-302hp-hold (Room 302)