WIRELESS PRINTING

MACINTOSH

OS X 10.7 and up
Robarts Library – Reference

WHAT IS WIRELESS PRINTING?

Wireless printing allows you to print documents from your laptop to selected campus printers while connected to the U of T campus wireless network. Wireless printing costs the same as regular printing for the print location you have chosen.

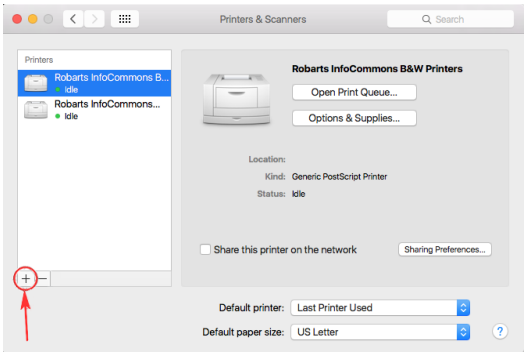
HOW DOES IT WORK?

You must be connected to the U of T wireless network when you print your documents (see **http://wireless.utoronto.ca** for instructions). You will modify your System Preferences to add the printer, then print the document to the printer you specified. Insert your TCard into the card reader beside the printer, select your document from the list, and collect your printout.

PART 1: ADDING A NEW PRINTER

1. Click on the **Apple** menu and choose **System Preferences**.
2. Click the **Printers & Scanners** icon.

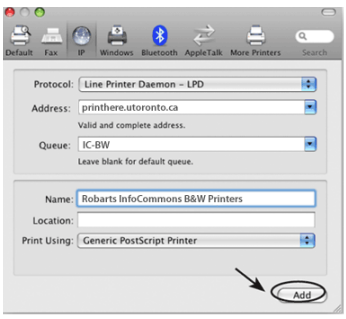
3. Click the `+` icon to add a new printer. You may need to click the lock (bottom left corner) before the + sign is available.



4. In the Printer Browser window, go to the **IP** settings and add the information shown in bold below in the corresponding fields:

   Address:
   printhere.utoronto.ca
   Queue: **RE-BW**
   Name : **Robarts Reference B&W Printers**

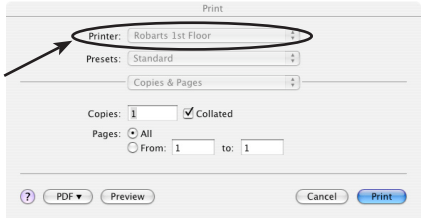
   For settings for other locations, go to http://printhere.utoronto.ca/macprinting.html.



5. Click the **Add** button to complete the configuration.
6. Quit System Preferences.

PART 2: PRINTING

1. Make sure you are connected to the Internet and open the document you wish to print.
2. From the **File** menu choose **Print**.
3. Select the desired (wireless) printer location from the pull-down



   menu in the Print window.
4. Set any other page settings you need, and click **Print**.
5. Go to the print location. Insert your TCard or Library smart card in the print-release card reader.
6. A list of print jobs will appear on the screen. Your job will display the name of the file. Select it and click **Print**.
7. Retrieve your card after the cash balance has been updated.

Jobs that are left in the queue will be deleted after 30 minutes.

SUPPORT

If you have difficulty installing or using the wireless printing service, visit the Information Commons Help Desk, ground floor of Robarts Library. See **http://help.ic.utoronto.ca/** for hours of service.

ADDITIONAL INFORMATION

Technically, you only need an Internet connection—it doesn't have to be wireless. For example, you could install this software on your Internet-con-nected desktop computer in residence. You could then print a document to a selected printer, and walk over to retrieve the output.