WIRELESS PRINTING WINDOWS 7 / 8 / 10

Wireless printing allows you to print documents from your laptop to selected campus printers while connected to the U of T campus wireless network. You will need to set up one (or more) of the available printers on your computer. You retrieve your printout at the location you specified and pay for it using your TCard. Wireless printing costs the same as regular printing.

First, download and install the wireless printing software.

Note: If you have a personal firewall installed on your computer, you may see several "block message" pop ups during the download, installation or printing process. For each action, select the option which will "allow" or "accept".

DOWNLOAD THE SOFTWARE

1. Go to the Wireless printing software download page at **http://printhere.utoronto.ca/uniprint/packages.asp**

2. Download the software for the print location you wish to use by clicking on the link for that location. Save the file to your desktop.

INSTALLATION

1. Make sure you are connected to the wireless network or the installation will fail.

2. Locate the file you downloaded in the steps above and double-click it to begin the installation process. If you are prompted to allow the installer to launch, click **Yes**.

3. Read the End User License Agreement, and click **Accept**.

4. On the next screen click **Install**. When you see the message "Install finished successfully", click **Finish**.

You can install multiple packages: one for each printer location you wish to use. Simply repeat the steps above.

PRINTING

1. Make sure you are connected to the wireless network 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.
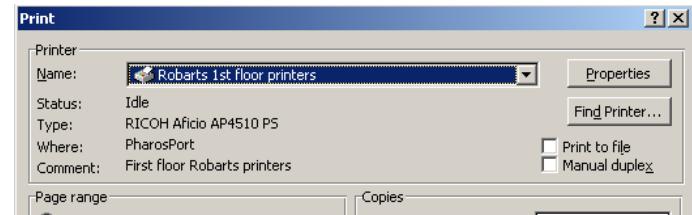
4. Set any other page settings you need, and click **Print**.

5. In the Print Job Details window type a name to identify your job. Click **Print**.

6. Go to the print location. Insert your TCard or Library smart card in the print-release card reader.

7. The name you specified above should appear in the list of print jobs. Select it and click **Print**.

8. Retrieve your card after the cash balance has been updated.

Jobs that are left in the queue will be deleted after 2 hours.

SUPPORT

For assistance installing or using the wireless printing service, contact the Information Commons Help Desk, 1st floor, Robarts Library (416 978-4357, help.desk@utoronto.ca). See **help.ic.utoronto.ca** for instructions for other Operating Systems.

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-connected desktop computer in residence, print a document to a selected printer, and walk over to retrieve it.