

Printing on the Library Lending Laptops

The iPrint program on the laptops requires 2 additional logins **and you must login to them in the right order.**

These are the Steps to Print

After you turn on the laptop login to the campus wireless first or the iPrint login will not work

LOGIN TO THE
CAMPUS
WIRELESS WEB
PAGE FIRST

If the iPrint
login pops up
ignore it until
after you have
logged in here.



When you print for the first time the **iPrint** login will pop up. Login with your NPCUID/Banner number.

It may pop up earlier just be sure you are logged on to the wireless network before you log in the iPrint client.

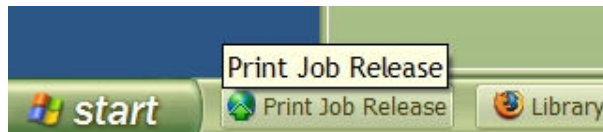


After the iPrint logon all your print jobs will go to the print server.

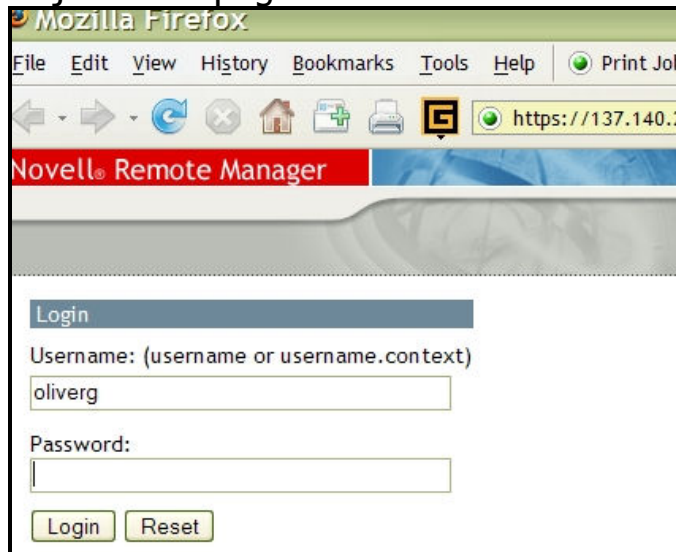
But there is another step to release your print jobs from the server to the printer.

See next page for releasing your print jobs

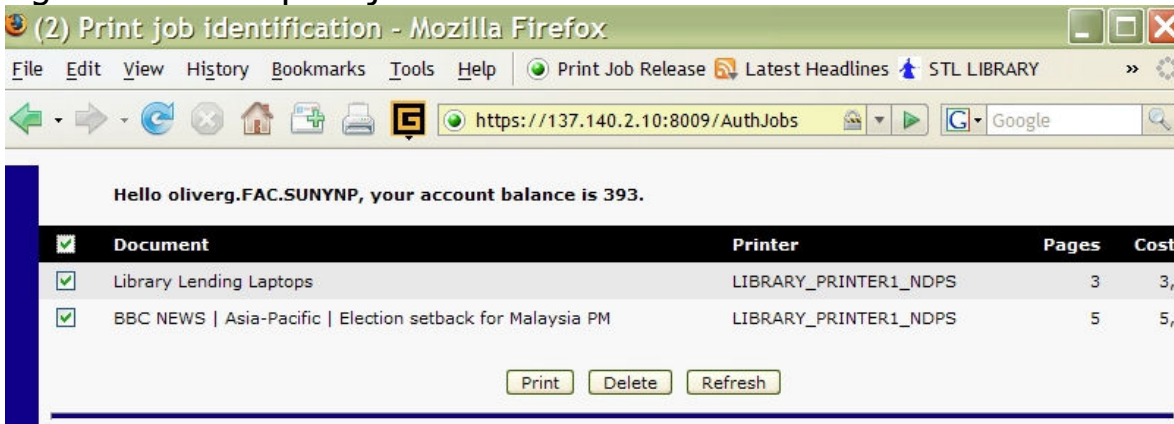
When you're done printing you release your print jobs with the release shortcut. It is by the start button & on the desktop & on the start menu so you can't miss it.



Login to the release print jobs web page



Select the jobs you want to print from the list and click print. Click in the top check box on the page to select all print jobs.



NOTE: When all print jobs are sent to the printer the page refreshes and says "No print jobs found"

iPrint will respond with a little pop up message after they have printed

