

## Wireless Printing for Mac & Mobile

(& Windows users who cannot or prefer not to install software)

To print from your laptop/mobile device to Imprints' library printers, visit [libraries.ucsd.edu/services/wireless](http://libraries.ucsd.edu/services/wireless) (bottom of page) or follow the steps below (*smartphones users with small screens, use QR code at right*).



- Click Print button in blue box at <http://imprints-print.ucsd.edu/cps/>.
- Enter a username (anything will work; need not be a UCSD login).
- Click on the printer you want, typically "UCSD Libraries Black & White Printers."
  - To print a document stored on your computer, use the Browse button to locate the document (doesn't work for iPhone or iPad).
  - To print from a web page, type or paste the URL.\*
- To change the number of copies or pages printed, indicate those next.
- Select a password of 5-10 characters, which you will use to release the job, and then press "Submit".
- Specify page settings. The page size/orientation settings don't often need to be changed (for photos, you might change the orientation). To print multiple pages per sheet use the printing method described in the section below or print from a library lab computer.
- After the system calculates the number of pages, approve the job for printing. This can take 10-20 seconds.

When you've sent your job, go to any Print Release Station in the library to print it out. Printing from wireless works the same as for documents sent from library computers. If you haven't printed in the library before, follow the directions posted at the printer or ask a staff person for help.

**Questions or problems with wireless printing?** Visit Imprints service window (Geisel East, 2<sup>nd</sup> Floor).

**\*Note:** Printing web pages this way requires a "permanent" URL. Some library databases, ebooks, ecommerce, and other sites don't use permanent URLs for pages like search results. If the URL stays the same as you click through multiple pages on a site, it's likely that it won't print correctly. Use a library computer instead. Windows users can also install the "Advanced Windows Printing" software described below.

## Wireless Printing for Windows Laptops

For Windows users, the most versatile wireless printing option is to download **PrintWhere** to your laptop to allow you to add our printers directly to your computer. This lets you print from any application on your computer and modify your print settings, such as printing multiple PowerPoint slides per page and other popular options. Requires Windows2000 or later.

### One-time set-up steps:

- Go to <http://libraries.ucsd.edu/services/wireless/> (bottom of page).
- Follow the link to download the **PrintWhere** software on your laptop.
- Double-click the **PrintWhere** program you just downloaded:
- This will install a second program called **Choose a Printer**:
- Double-click **Choose a Printer** and search for "UCSD." Choose either the "UCSD Libraries Black & White Printers" or the "UCSD Libraries Color Printers" and click Select.



Printing (after you've done the set-up above):

- When you print a document, PrintWhere will now be set as your default printer (you can choose another default printer via your printer options).
- Click "Print," select PrintWhere as your printer, and proceed as usual to send your job to a networked printer. The "privacy release code" is the password you'll use to release your print job.

When you've sent your job, go to a Print Release Station in the library to print it out. Printing works the same as for documents sent from library computers. If you haven't printed in the library before, follow the directions posted at the printer or ask a staff person for help.

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**Note:** If you can't or don't wish to install software on the laptop you're using, use the simpler, web-based printing method described above.