

# Memorial University Libraries

## Printing @ Health Sciences Library

<http://www.library.mun.ca/hsl/guides/ComputerLabPrinting@HSL.pdf>

Cost for printing is 5¢ per side and requires a MUN Campus Card. If you do not have a card, you can purchase one from the Card Manager Unit located near the Information Desk.

The printer is defaulted to single-sided printing and is supplied with 8 ½ x 11" paper

Only paper provided by the Library may be used in Library printers.

If you have any issues with the printer, Campus Card Reader or your print job, please seek assistance from Lending Services staff at the Circulation Desk. The Library will compensate users for print jobs lost due to printer malfunction.

Card and Card Reader problems, including monetary refunds, are the responsibility of Answers, Student Affairs and Services.

### Printing Instructions

1. Click Print
2. Choose:
  - a. HSLAB Printer1 (from Lab A) **OR** HSLAB Printer2 (from Lab B)
  - b. **2-sided** from the Printing Preferences or Properties menu if you want a double-sided document.
3. The print job is sent to the Print Release Station (where it will be queued for 24 hours).
4. To release your print job, go to the Print Release Station laptop located on the podium in front of the printer.
5. Click on your job by **title** from the list in the queue.
6. Insert your Campus Card into the Card Reader and click Print on the laptop to release the job and deduct monies from your card.
7. When your print job is complete, click Logoff to release your MUN Campus Card

**Did you know?** You can print to the Health Sciences Library printer from anywhere on campus using the wireless network.