

# Memorial University Libraries

## Printing @ Health Sciences Library

<http://www.library.mun.ca/hsl/guides/Printing@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 a copy card from the unit next to the Information Desk

### Printing Instructions

- 1.) Click **Print**
- 2.) Select the printer **HSLCommon** and click **Print** or **OK**.
- 3.) **Enter a name for your print job** in the pop up window and **enter a password for your print job**. Select a unique name you will recognize at the Print Release Station.
- 4.) Click **Print**
- 5.) The print job is sent to the print release station, where it will be queued for 24 hrs.
- 6.) To release your print job come to the Health Sciences Library Photocopy room, place your MUN Campus Card in the card reader, select your print job from the list. Enter the password for the print job and click **OK**. Once the print job is complete click **Logoff** to release your MUN campus card.

Ask for help at the Information Desk if required

**NOTE** If you require colour printing, at step 2 select **HP Business InkJet 1200 Series on hslcircbehind**. Go to the circulation desk to pay for and retrieve your print job. Colour printing costs 20¢ per page

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