

How to print from your laptop to **ALEX HALL DESK & KING'S LIBRARY** Jan 2018

Funds will be withdrawn automatically from your DalCard.

If there are not enough funds on your DalCard the document will NOT print and the print job will be cancelled.

To load money onto your DalCard go to dalcards.dal.ca or visit the DalCard site for a list of locations to make a cash deposit to your DalCard account:

http://www.dal.ca/campus_life/student_services/Dalcard/your-dalcard-account/make-a-deposit-in-person.html

Before you print –Please note that this program prints double sided only.

To Print-

1. Go to pay4print.its.dal.ca
2. Log in using Net ID & password
3. Choose **Web Print**
4. Choose **Submit a Job**
5. In Quick Find box **type Kings**, then **press Find Printer**
6. Choose printer:
 - for ALEX HALL desk choose **kil-prt-3\Dal-Kings-AlexHall-C3350**
 - for KING'S LIBRARY circulation desk choose **kil-prt-3\Dal-King's-Library-C368**

**** for BLACK & WHITE printing**

Choose "B/W ONLY" option for the printer you wish to use.

7. Click **Print Options & Account Selection**
8. Choose the # of **Copies** you want
9. Click **Upload from Computer**
10. **Select document & click**
11. Click **Upload & Complete**
12. Wait for the message **"Finished-Queued for Printing"**. Then close your browser window.

**Your printing may be picked up at Alex Hall desk or the Library desk
(as you selected)**