



How to print to King's Library via wifi

*Funds will be withdrawn automatically from your DalCard.
If there are not enough funds on your DalCard the document will **NOT PRINT**.*

Visit the DalCard site for information about loading money onto your DalCard as well as a list of locations to make a cash deposit to your DalCard, including the Killam Library front desk.

https://dal.ca/campus_life/Dalcard.html

Before you print –Make sure your computer's printer settings are set to single-sided.

To Print-

1. Go to *pay4print.its.dal.ca*
2. Log in using your **Net ID & password**
3. Choose **Web Print**
4. Choose **Submit a Job**
5. Use the Quick Search option and **type Kings**, then **press Find Printer**
6. Choose the printing option:
 - **kil-prt-4\DAL-KINGS-Library-Express-C368**
7. Click **Print Options & Account Selection**
8. Update the # of **Copies** you want
9. Click **Upload Documents**
10. Select **document(s)** to upload from your computer
11. Click **Upload & Complete**
12. Wait for the job to go through - it will change from **“Rendering”** to **“Finished-Queued for Printing”**

If you require assistance, the staff at the King's Library Circulation Desk would be happy to help you.

902-422-1271 ext. 171