



PRINTING

How to Print in the Library



Before you print, you'll need:

Printing ID and password.

Don't have these? Search your UWinnipeg email inbox for "Equitrac."

UWinnipeg ID card. You can register your card at the printers for easy access in the future.

UWinnipeg username and password. You'll need these to log in to a library computer.

Step 1. Add funds to your printing account at the paystation in the library.

The paystation only accepts debit (tap) and cash. It **does not** accept credit cards.



Ensure you add enough funds for your print job. Please note that printing costs are **per side**, not per sheet.

Printing Costs

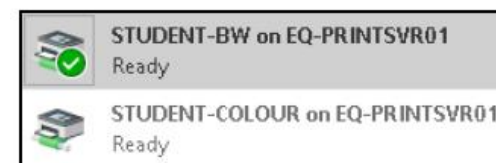
Document Type	8.5" x 11"	8.5" x 14"	11" x 17"
Black & white, double-sided	10.5¢	11¢	22.5¢
Black & white, single-sided	11¢	12¢	24¢
Colour, double-sided	44.5¢	45.5¢	90.5¢
Colour, single-sided	45¢	46¢	93¢

Step 2. Log in to a library computer. Open the document(s) you'd like to print.



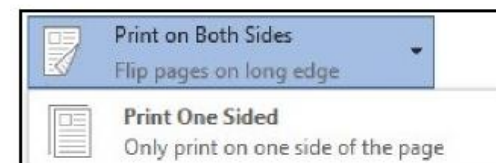
We do not offer wireless printing from personal devices.

Step 3. Select the "Print" option on your document. From the printer dropdown, select STUDENT-BW for black and white or STUDENT-COLOUR for colour.



Review the print settings.

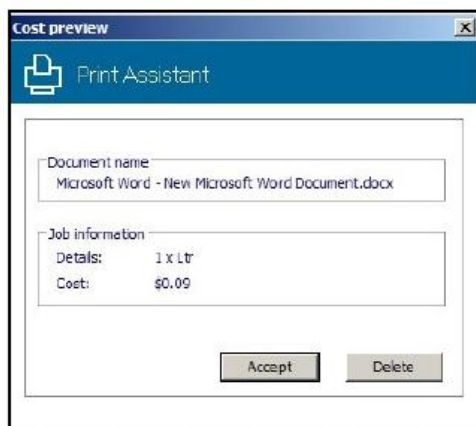
Please note that double-sided printing is the default setting.



Step 4. Click "Print" and wait for the Print Assistant box to appear. Enter your printing ID and password.



Step 5. Click "OK." Wait for the cost calculator box to appear. Review the cost and click "Accept."



Step 6. Print your document(s) at any printer.



To log in, scan your UWinnipeg ID card on the printer.



This will sync your printing credentials. Next time you print, you'll be able to log in by simply tapping your card.

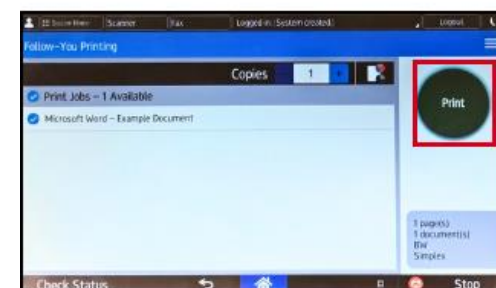
Enter your printing ID and password, then press "Login."



Select "Follow-You Printing".



Select the document(s) you'd like to print, then press "Print."



Ensure your documents have printed completely and correctly.



If you need assistance at any point, please see library staff.