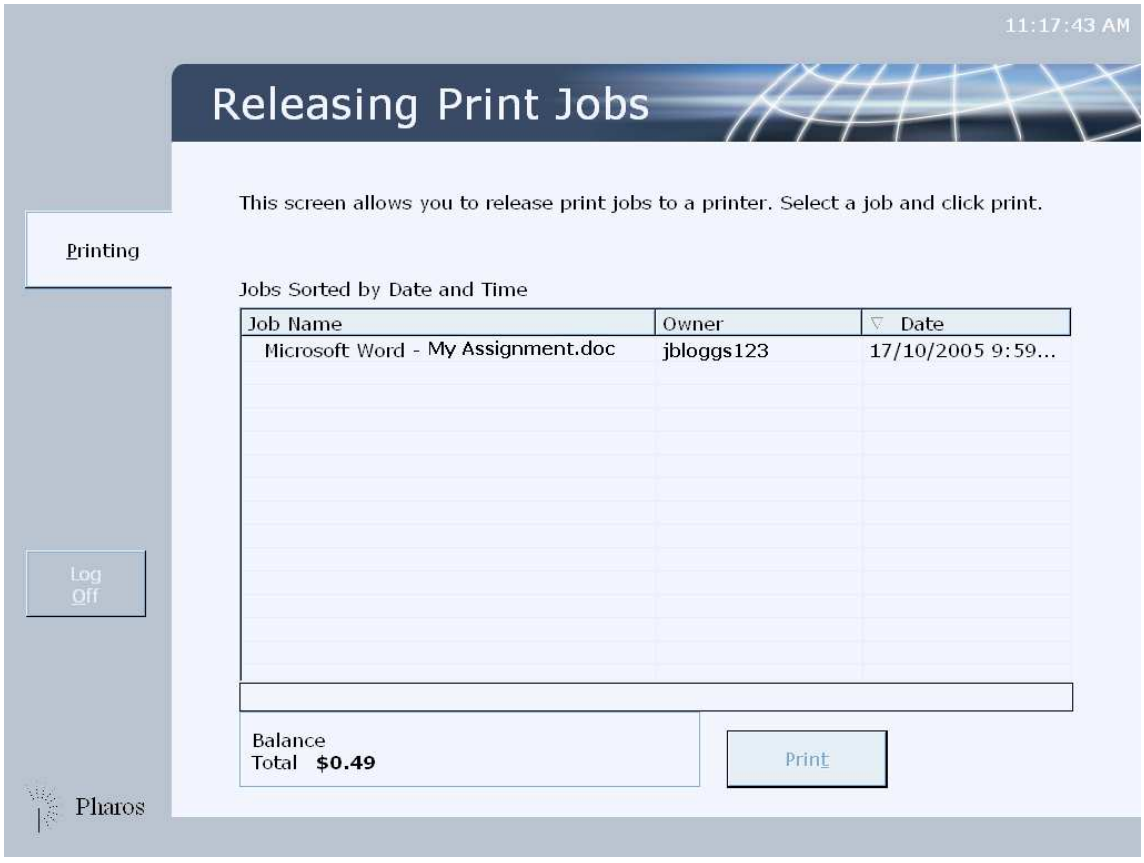
University of Wollongong

Printing in the Laboratories

All Labs: To print your document follow these steps:

a) Select Print from the File Menu.
b) When the print window appears, select your options and click on the Print button.
c) Proceed to the print station located in the printer area and swipe your Student Card or Casual CopyCard on the relevant card reader, then type in your PIN Code*.
d) Select your document on the print monitor. This should be identifiable by your user name, ie. jbloggs123 and the document name, ie: My assignment.doc.



e) Click the Print button.
f) ***Important* - Click the Log Off button** when complete to Log Off your account.
g) Proceed to the printer and wait for your print job.

Where can I get the paper tray refilled?
Ask the staff at the front counter

** If you have forgotten your PIN Code you must see Bear Solutions in the Library to get it reset*