

Printing At The Learning Commons (MAC)

1

At the computer you are working on...

QUIT SAFARI! To quit Safari, **RIGHT** click on the Safari icon, then select Quit.

Print as normal from the application you're using.

- On the desktop, double click on Webclient for Printing → An error message for Safari will come up. Click "Continue."
- Enter your RWU Credentials into the Log In box.
- Click "Log In"

Important Note: A list of all print jobs for the MACs will appear. Check off the boxes for your job(s). Then go to a Print Release Station.

2

Then, at a Print Release Station...

- Enter your myRWU Credentials at a Print Release Station to log in.
- Select the job(s) you wish to print.
- Click print in the upper left corner

The Print Release Station will return to the login screen after you press print. This is normal; it means your job is printing.

Need help? Ask us at the Information Desk to the left of the stairs.

*** NOTES ***

- **Your myRWU Credentials are as follows:**

Login: rwu email WITHOUT "@hawks.rwu.edu" example: jsmith234

Password: Default password for rwu email + RWU example: js5678RWU

- **YOUR PRINT JOB(S) WILL BE RELEASED TO EITHER OR BOTH OF THE TWO PRINTERS.**
- **THERE IS A ONE (1) COPY LIMIT AND FIFTY (50) PAGE LIMIT PER PRINT JOB.** This means you can only print the same document once, regardless of the number of pages in length and up to and including fifty pages. Please **proofread** before printing.
- **The default for all printer is DUPLEX.** Pages printed individually will not duplex.