

Printing At The Learning Commons (PCs only)

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At the computer you are working on...

- Click print on the computer you're working on. Wait until you are asked for a username and password.
- Enter your myRWU Credentials.
 - Login:**
rwu email WITHOUT "@hawks.rwu.edu"
example: jsmith234
 - Password:**
Default password for rwu email + RWU
example: js5678RWU

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Then, at the Print Release Stations...

- 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.

***** NOTE *****

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.