

Printing from personal devices in the library:

There are 3 easy ways to print from personal devices, once you submit a print job using one of the options below, jobs will be held for 2 hours and can be released in the main library, center for academic development, or the intercultural center:

- Upload a document (only for black and white printers)
 1. Connect to Students1 wireless or plug into the network
 2. Open up the website <http://hawkprint.rwu.edu/>
 3. Continue if prompted about a certificate error
 4. When prompted, enter your username without the '@academics.rwu' and password (the same password used to release print jobs)
 5. Select web print to submit a web address or upload a document
 - Print directly from a laptop or netbook (initial configuration)
 1. Connect to Students1 wireless or plug into the network
 2. Open up the website <http://hawkprint.rwu.edu/>
 3. Continue if prompted about a certificate error
 4. When prompted, enter your username without the '@academics.rwu' and password (the same password used to release print jobs)
 5. Click on Driver Print to continue the initial configuration, once configured, you will not need to return to the website in order to print.
- Note: In order to print to the color printer you will need to select Advanced (3) or Simple Direct (2) and choose the color web holding queue (Main Library), you can also select web holding queue to print to the black and white printers using Simple, Simple Direct, or Advanced.**
- Note: you will need to be connected to Students1 or plugged in when printing**
- Print from email (only for black and white printers)
 1. Send an email with the documents attached that you would like to print, to the following address: printit@rwu.edu. Documents must be in the following format: Microsoft Office, PDF, JPG, GIF, PNG, TIF
 2. You may receive a return email asking you to register your email address, please follow the instructions in that email. Please ensure you are connected to Students1 when registering your email address with the system.