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Mobile Printing for MAC OS X

Description:

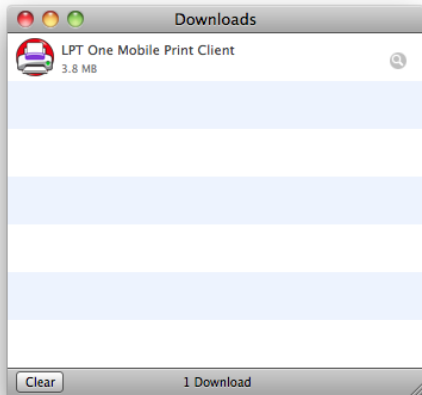
The following instructions walkthrough the processes of downloading and running the Mobile Print Client for MAC systems.

How to install the Mobile Print Client

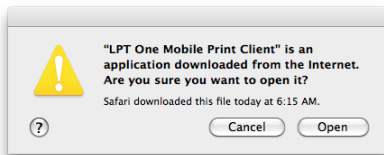
- a. Click on the “MAC Mobile Print Client” link on the library’s homepage
- b. For this example we will be using a default webpage with links to the MAC client for download.



2. Once you click on the link to download the client the downloads folder will appear showing the download progress of the client



3. Once the download completes double click the client from the “Downloads” windows
4. When prompted click “Open”



5. Once you click open a print client Icon will be added to your system tray
 - a. ***Note this client installs virtual printers and once the client is closed all printers will be removed from your computer.***



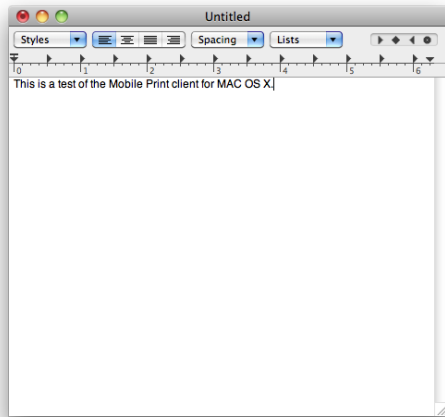
6. Once the Icon is present you are now able to print to library printers

How to print once the Mobile Client is installed:

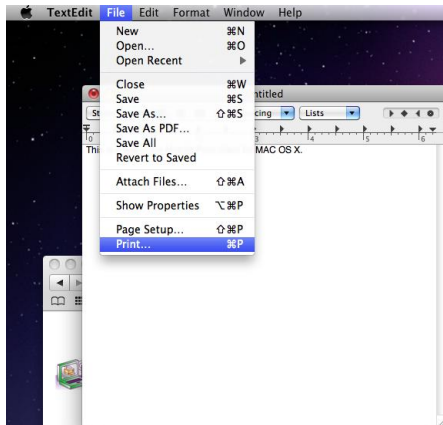
Description:

The following will show what mobile printing looks like once the client is installed. For this example the “TextEdit” application was used.

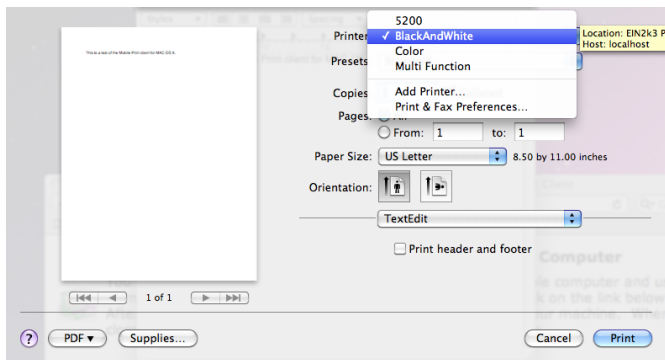
1. Using “TextEdit” printing works as follows



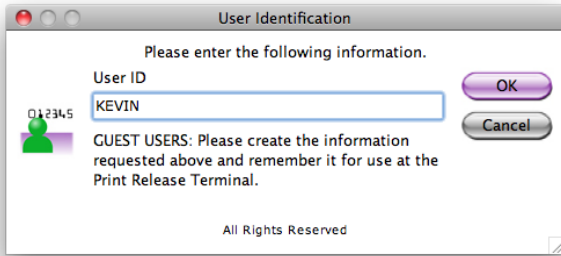
2. Click "File / Print" from the menu options



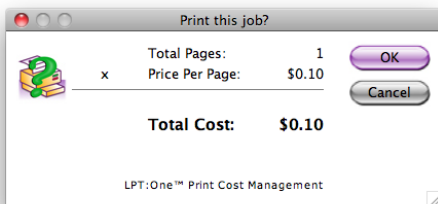
3. Once the print menu opens you will now see the libraries printers in the drop menu to select from



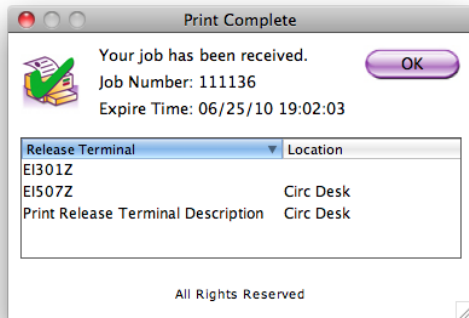
4. With the BlackAndWhite printer selected click "Print"
5. Once "Print" is selected you will be prompted to enter your name
 - a. **Note : This name is used so that library staff can identify your print job when you collect it from the Circ / Reference Desk**



6. Click "OK" to submit your print job
7. The next screen will show you how many pages you want to print and the cost associated with it



8. Click "OK"
9. The following screen will show you the location where you can pickup your print job
10. Click "OK" to continue



11. Go to the Circulation / Reference desk to pick up your print job
12. Done