Printing from a Windows computer

In this short video, you will learn how to print from the Windows computers located in the Sacred Heart University Library.

To begin, be sure to login with your SHU Username and Password at any of the 12 Windows computers available on the main floor of the library. If the computer is already logged in with another student’s account, you will not be able to retrieve your print job.

To print using your SHUcard, open the document or webpage to be printed and select print. This will bring up the print menu.

If LIB-STU is displayed as the default printer, and you would like to print in Black and White, you can just click on the Print button. This will send your print job to the copier located at the end the the library service counter, across from the library cafe.

If you want to print in color, you must select the Color option. Click on “Printer Properties” below where it says LIB-STU. In the box that appears, choose the Color option from the drop down menu in the Color field. Click okay and click on the Print button. Your print job will come out in color.
If you don’t have any money on your SHUcard and need to print in black and white, you can send your print job to the Cash printer. In the Print menu, click on the drop down menu with the printer’s name. If the Cash printer is listed, all you have to do is select it and click print.

If the Cash printer is not listed, you will have to install it. This is a very simple process. On the Windows desktop you will see the “Printers” folder.

Double-click to open it and then double-click on the LIB-REF-01 (Cash Printer) option. This will connect the Cash Printer to your computer.
When you go back to your print job, the LIB-REF-01 Cash Printer will be listed in the drop down menu. You can pick up and pay for your print job at the circulation desk. It is $.10 per page to print.

If you have any questions about printing from the Windows computers, feel free to contact us at the library!