Printing from a Mac computer

In this short video, you will learn how to print from a Mac computer at the Sacred Heart University library.

To print, press the command + P key or select the printer icon at the top left of the screen.

If you are planning to use your SHUcard to pay, select the LIB-STU printer. It is 6 cents per page for black & white and 33 cents per page for color. This printer defaults to black and white. In order to print in color, click the drop-down menu under “Presets” and select “Color” from the menu.

If you want to pay in cash, choose the Library Cash Printer, which is 10 cents per page for black & white printing only. After you have finished selecting your print options,
For LIB-STU, you will be asked to enter your SHU username and password. Enter the information and click OK.

If you are using your SHUcard, your print job will be sent to the copier located at the end of the library service counter, across from the library café. Swipe your SHUcard in the card reader with the metal strip facing up, select the print option, and then select
print all, or you can choose specific documents you want to print.

If you selected the Library Cash Printer, you can pick up and pay for your documents by asking a staff member at the library service counter.

For further assistance with printing or other questions, feel free to contact us at the library!