# NU Library – Printing from a Mac Laptop

One-Time Setup – Mac Laptop

- Make sure you are connected to the campus *PurpleHaze* wifi network
- Click the Apple icon
- Click *System Preferences*
- Click *Printers & Scanners*

- Click the plus sign on the left to add a printer
- From the list of available printers, choose HOLD-QUEUE
- Make sure it is set to "Secure AirPrint" and click *Add*
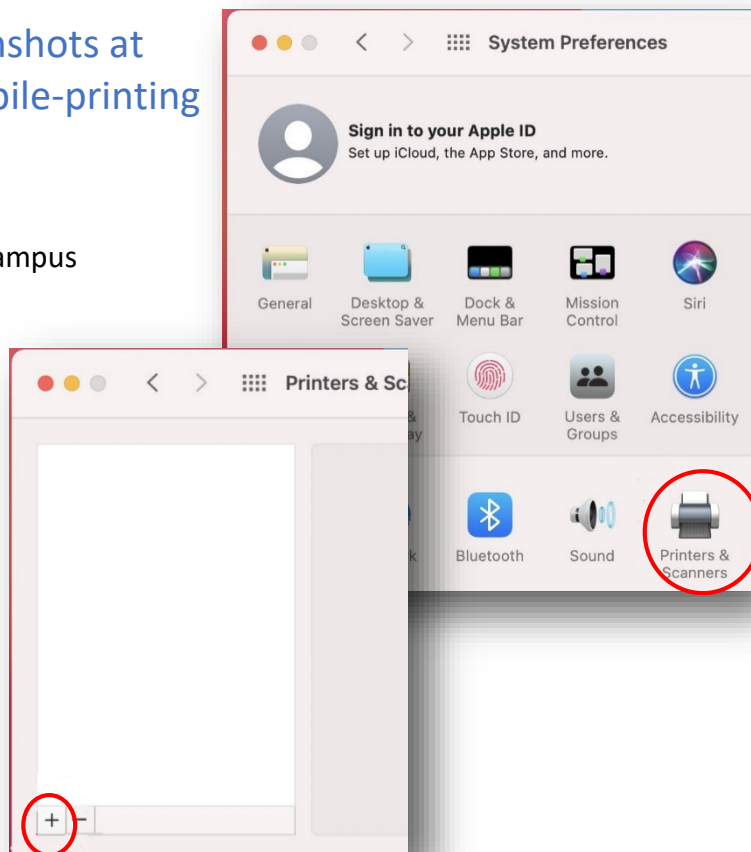
Printing From Your Mac Laptop

- Make sure you are connected to the campus *PurpleHaze* wifi network
- Once you have followed the one-time setup instructions above, just click *Print* from any program.
- Make sure you are sending it to the printer called HOLD-QUEUE. If this is not listed as the printer, click the arrows to select it from the list.
- After you click *Print*, you will be asked to "Enter your name and password." **See the back of this document for more information on logging in.**
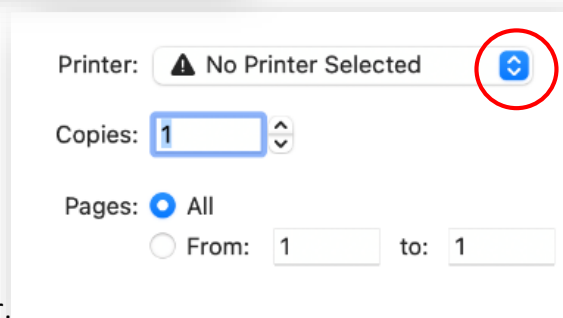
Retrieving Your Print Job

- You can retrieve your print job from any printer.
- Tap *ID Number* on the screen.
- Then enter your 7-digit ID number without the letter S, such as: 1234567
- Then tap *Print Release* to see your print jobs and print them.
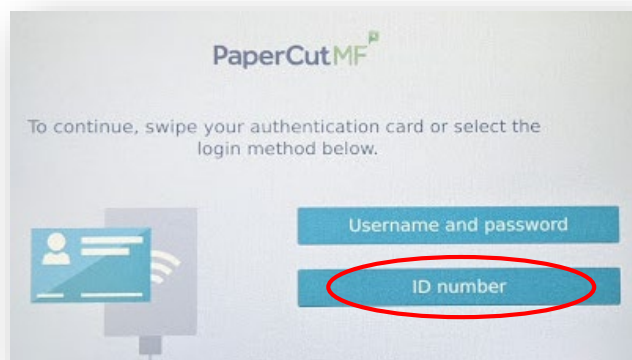
When printing to the campus print network, you will be asked to login with your **PurplePass username and password**.

Individual devices seem to differ on what they accept as your NU username, so try each of the 3 options below to see if one of them will work. The password is your NU email/purplepass password.

1) Email address, written <u>WITH the word "mail"</u>:

    Example: **jsmith@mail.niagara.edu**

2) Student ID number, formatted like an email address, with the letter S, <u>WITHOUT the word "mail"</u>:

    Example: **s1234567@niagara.edu**

3) Student ID number alone, with the letter S:

    Example: **s1234567**