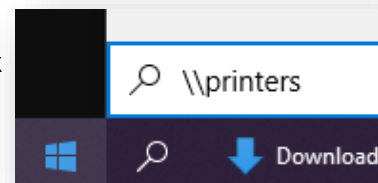


# NU Library – Printing from a Windows Laptop

See detailed directions with screenshots at <https://niagara.libguides.com/mobile-printing>

## One-Time Setup – Windows Laptop

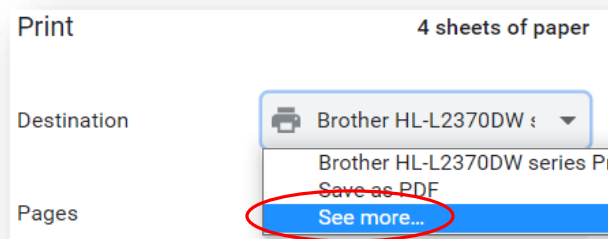
- Make sure you are connected to the campus *PurpleHaze* wifi network
- Click the start button and type **\\printers**
- Press *Enter*
- **If you get an error message here, it is most likely due to your firewall affecting network access. Check your firewall settings.**
- A message saying "Enter network credentials" will pop up. **See the back of this document for more info on logging in.**
- From the list of printers, scroll down to find HOLD-QUEUE, and double-click it to install.



- A message will say "Connecting to HOLD-QUEUE on printers"
- If you get a message saying "Do you trust this printer?" then click *Install Driver*
- Windows will take a minute or two to install the files.
- Once the printer is set up, you'll see a blank window for HOLD-QUEUE.
- You can just close the Window, or if you want to set this as your default printer, click *Printer* and then *Set as Default Printer*

## Printing From Your Windows Laptop

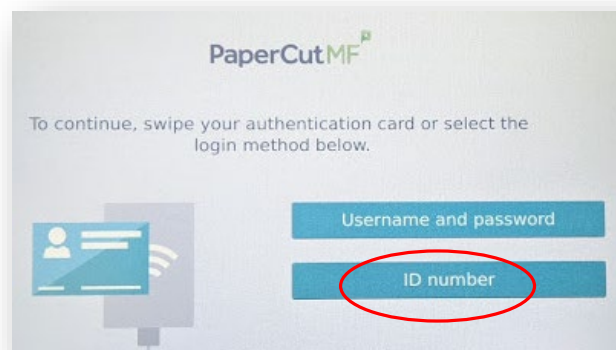
- Make sure you are connected to the campus *PurpleHaze* wifi network
- Once you have followed the one-time setup instructions above, just click *Print* from any program.
- If HOLD-QUEUE is not listed, then click the down arrow and *See more*
- Find HOLD-QUEUE in the printer list and click on it
- Then click *Print*



- After you click *Print*, you may again be asked for credentials. **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 WITH the word "mail":

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

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

Example: **s1234567@niagara.edu**

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

Example: **s1234567**