

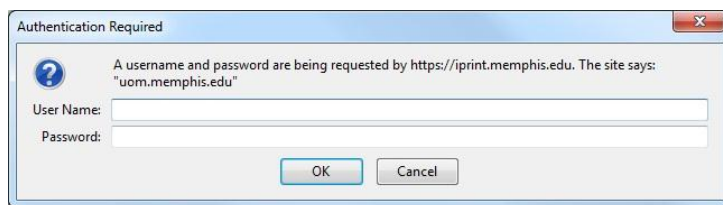
How to print from the Mac computers in McWherter Library

In order to print a document, it has to be sent to and released from the printer before you can receive an actual printout. Here are some steps:

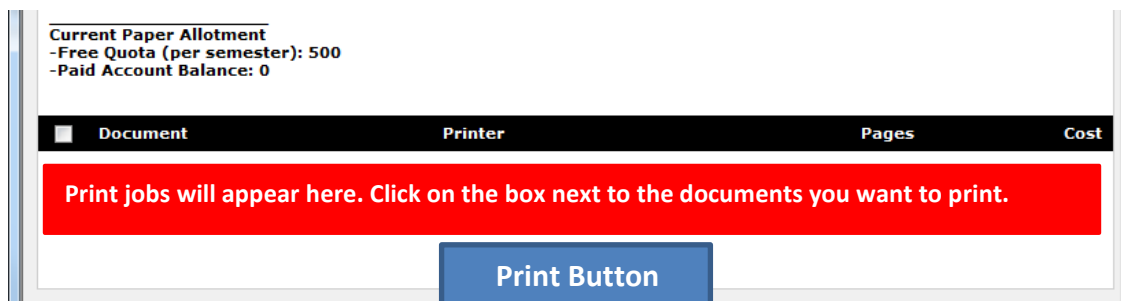
1. Whatever application you are using (e.g. Word, Excel, PowerPoint), use the print command in that particular application **to send** your document to a printer.
2. **To release** the document, go to <http://iprint.memphis.edu/>. Click on “My Print Jobs”.



3. Login using your UUID and password. Press OK.



4. After you login, you should see a list of print jobs waiting to be printed. Click on the box next to the document(s) you want to print and click the Print button.



5. The Mac computers are automatically setup to print to the printer in the Government Publications Department, room 107. Unless the user directs the print job to a different printer in a different location, the print job will go to the Government Publications Department, room 107.
6. For additional help click on “Support” or go to <http://iprint.memphis.edu/support/>.

