

## **Printing in the Discovery Commons**

A printer is available for student use in the Discovery Commons foyer (MSB 3172) at a cost of \$0.10 per page, charged to your TCard. Students can print either from a computer lab laptop or wirelessly from their own laptop; either way, the job will not print until it is verified in person at the print release station next to the printer.

### **Printing from a computer lab laptop**

- From the laptop, when you select Print, a pop-up will prompt you for a Print Job name, which will identify your document at the print release station.
- Insert your TCard into the card reader beside the printer, select your document from the list on the print release station, press the log off button to finish, and collect your printout.
- Please be patient when inserting and removing your TCard (you will hear a click when the removal is ready).

### **Printing wirelessly from your own laptop**

- Ensure that your laptop is running a supported operating system, either Windows XP/Vista/7, or Mac OS X 10.4.10 and above.
- You must be connected to the wireless network when you print your documents; visit the following website for more information:

<http://wireless.utoronto.ca>

- A small piece of free software (which you install on your laptop) sends the document to the Discovery Commons print release station. Download the software from the following website:

<http://dcprint.med.utoronto.ca>

- Insert your TCard into the card reader beside the printer, select your document from the list on the print release station, press the log off button to finish, and collect your printout.
- Please be patient when inserting and removing your TCard (you will hear a click when the removal is ready).

Either way, print jobs that are not printed 2 hours after submission will be deleted from the print queue, and will not be charged. If you need assistance, just ask at the Service Desk, phone 416-978-8504, or email [discovery.common@utoronto.ca](mailto:discovery.common@utoronto.ca).