Printing: How To

Print from:
Library Computer OR Laptop

- Get help setting up your laptop to print at the ITC service desk on the 1st floor of the library.
- Or use our guide available here: guides.lib.montana.edu/printing
- After setup, go to Step 2.

1. Log In
   - With your **Net ID & password**.
   - **Visitors**: Follow the on-screen instructions to log in using a visitor account.
   - **Don’t want to log in?** Our stand-up computers are available for use without a log-in.

2. Send Print Job
   1. Select Print in the program you are using.
   2. Choose Printer:
      - **Black & White**: blackandwhite
      - **Color**: librarycolor
   3. Click Print.

3. Go to Print Station
   1. Go to any nearby print station in the library
      - **B&W**: Six stations on the 1st floor & one station on other floors.
      - **Color**: Station is located on the North side of 1st floor.
   2. Swipe Cat Card.
   3. Select your document(s) from on-screen list.
      - *If you logged in with your NetID, it will appear in the owner column.
   4. Click Print.
   5. Your document will print at the adjacent printer.

Pay with:

CatCard
1. Go to any nearby print station in the library
   - **B&W**: Six stations on the 1st floor & one station on other floors.
   - **Color**: Station is located on the North side of 1st floor.
2. Swipe Cat Card.
3. Select your document(s) from on-screen list.
   - *If you logged in with your NetID, it will appear in the owner column.
4. Click Print.
5. Your document will print at the adjacent printer.

Cash/Credit
- **Credit & Debit cards accepted for amounts over $5.00.**
1. Go to Cash Print station located at the Borrow Desk (front desk).
2. Select your document from on-screen list
   - *If you logged in with your NetID, it will appear in the owner column.
3. Click Print.
4. Staff will accept your payment and give you your document(s).
Students taking 7 or more credits:
Receive $7.50 for B&W printing on their CatCards per semester. This balance cannot be used for color printing.

Pay with:  
\begin{itemize}
  \item CatCard
  \item Cash
\end{itemize}

\begin{tabular}{l|c|c}
\textbf{Black & White:} & \textbf{CatCard} & \textbf{Cash} \\
\hline
Single Sided & .03¢ / side & .05¢ / side \\
Double Sided & .05¢ / sheet & .10¢ / sheet \\
\end{tabular}

\textbf{Color:}

\begin{itemize}
  \item 20 page limit per print job.
\end{itemize}

\begin{itemize}
  \item .50¢ / side & .50¢ / side
\end{itemize}

*Credit & Debit cards accepted for amounts over $5.00