




# Printing on Wireless Network in the Law Library – PCs

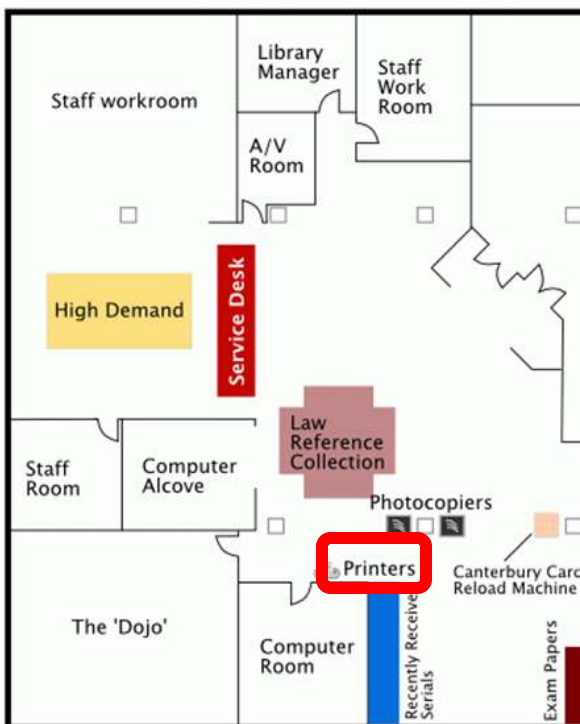
## First Time: Setting Up the Printer and Printing

1. Open Windows Explorer: Click  → 
2. In the Address box type your choice of:
  - a. For level 2 printer: `\\ucprint1\UC-LibraryLawLevel2-Col`
  - b. For level 3 printer/photocopier: `\\ucprint1\UC-LibraryLawLevel3`
3. Enter (or click Go)
4. Wait for a few moments for the printer queue box to appear
5. Go back to the application you want to print from (e.g. Word or Excel)
6. Click File → Print
7. Select “UC-LibraryLawLevel2” or “UC-LibraryLawLevel3” from the list of printers
8. Click OK

## Subsequently: To Print

1. From the Application (e.g. Word or Excel), *either* click  → Print → Print or Ctrl+p
2. Select “UC-LibraryLawLevel2-Col” or “UC-LibraryLawLevel3” from the list of printers
3. Click OK

Level 2 Printer



Level 3 Printer/Photocopier

