

William A. Wise Law Library tip sheet:  
**How to print in the library**

## **Paying for printing**

Printing at the law library costs 10 cents per single-sided page or 19 cents per double-sided page. CU students, faculty and staff may use a Buff Card to pay for printing. Members of the public will need to purchase a campus printing card (using a one-dollar bill) from the machine in the 2nd floor copy room. Both public patrons and Buff Card holders can add value to cards using the vending machine or online with a credit or debit card at <http://www.buffoncard.com>.

Please note that print cards are *not* the same as the copy cards used in the photocopiers and microform printer.

## **Printing a document**

### ***From a public computer terminal***

To print web pages from our public terminals, click the printer icon at the top of the Internet Explorer screen to bring up the Pharos pop-up screen. Enter a password for your print job, if desired, then click “OK” to submit your print request. Please note that public terminals do not feature word processing capabilities, so you cannot print your own files from these computers.

### ***From an ITS lab computer (CU patrons only)***

Choose File > Print in your application, then select the Wolf Law printers from the pulldown menu. Click OK to bring up the Pharos print server screen. Enter a password, if desired, then click “OK” to send your print request. To change the print setting from double-sided to single-sided, click Properties (from the printer pop-up screen), click the Layout tab, then choose “None” under the “Print on Both Sides” setting.

### ***From a personal laptop on campus (CU patrons only)***

Before printing for the first time, you must install the Wolf Law print driver (available at <http://www.colorado.edu/cpi/remote/>). To print, choose File > Print in your application and select the Wolf Law printers from the pulldown menu on the printer pop-up screen. Click “OK” to bring up the Pharos print server screen. Enter a password, if desired, then click “OK” to send your print request.

### ***From a personal computer off campus (CU patrons only)***

Before printing from home, you must you must install the Wolf Law print driver (available at <http://www.colorado.edu/cpi/remote/>) and configure your computer for VPN remote access (at <http://www.colorado.edu/its/vpn/>). To print, choose File > Print in your application and select the Wolf Law printers from the pulldown menu on the printer pop-up screen. Click “OK” to bring up the Pharos print server screen. Enter a password, if desired, then click “OK” to send your print request. Since print jobs are automatically deleted from the print queue if not released within an hour, this option is not recommended unless you live nearby.

## **Printer locations**

- 2<sup>nd</sup> floor near the reference desk
- 1<sup>st</sup> floor on the west side of the staircase (turn right at first floor landing)
- Basement in computer lab on the south wall (turn left at the bottom of the stairs)

Staplers, hole punches and recycling are available in the copy rooms. There is also a stapler next to the second floor printer.

## **Releasing your print job**

To release your print job at any of the library's three print stations, swipe your card at the Pharos terminal next to the desired printer. Click to highlight your print job. The bottom of the screen will show how much it will cost to print your job as well as the amount of funds you have on your card. If you wish to proceed, click OK to send your job to the printer. Print jobs will be automatically deleted from the print queue after about an hour.

## **Printing problems, refunds & change**

Printing problems should be reported to a reference librarian (during regular reference hours) or to ITS at 5-HELP. Replacements or refunds for damaged printer cards are issued at the Housing Information Desk in Hallet Hall. The law library cannot give refunds or make change for the print card machine.

## **LexisNexis and Westlaw Printing (CU law students only)**

### ***Sending your print request (from any computer)***

Click the "Print" link from the top of the Lexis or Westlaw screen. Choose either the basement copy room or the 2nd floor copy room from the pulldown menu on the printing popup screen. Please note that you must set up your own default in order to use the "Quick Print" option effectively.

### ***Picking up your Lexis and Westlaw print jobs***

Pick up your print job up at whichever printer you selected. Printouts may still be in the printer output tray or may have been sorted into the file trays by one of the student reps. Unclaimed print jobs will be recycled after one week.

### ***Printing TWEN and Web Courses documents***

Materials posted on TWEN (Westlaw) or Web Courses (Lexis) cannot be printed from the library's Lexis and Westlaw printers. For these documents, you will need to use one of the campus printers. However, if your professor posts a link to the text of a case or an article on Lexis or Westlaw, you will be able to print from one of the Lexis or Westlaw printers according to the instructions above.

### ***Printing Problems***

Problems with the Lexis and Westlaw printers should be reported to a reference librarian (during regular reference hours) or to one of the student reps (hours and email addresses are posted in the 2nd floor and basement copy rooms).