

Printing from Laptops On Campus

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Printing from a laptop or other mobile device to any lab or classroom printer is now possible **ONLY BY USING VDESK**. There is no longer any direct print queue access to printers from laptops. Since vDesk requires installation of a plugin the first time vDesk is accessed, please refer to the instructions below if you are a first-time user.

[Instructions for using vDesk on a Mac](#)

[Instructions for using vDesk on a Windows machine](#)

[Instructions for using vDesk on a variety of other devices](#) (on right side under “Related Pages”)

Things to note:

- For both Windows and Mac laptop users, vDesk must be open and the document must be opened using a vDesk application.
- Once in vDesk, printers which are nearby to your physical location will automatically appear as options in the usual printer list for the software you are using.
- If the document that you want to print was created using software which doesn't exist on vDesk (such as Pages, Apple's word processing software), then the originating software must first be used to convert the document to PDF format. This PDF document can then be brought into vDesk and printed with no loss of formatting.
- The method of producing PDF formatted documents differs depending on the software program. In some software applications, there is a “File”, “Save As File Type” option which lists “PDF” as a formatting option. In other applications without a “Save As PDF” option, the document can be “printed” to a printer called “PDF”, which produces a file in PDF format, instead of a hardcopy printout.