1. Ensure that your computer is connected to campus wifi: **PS-CampusAccess**

2. **Open System Preference**
   - Click on Printers & Scanners
   - Select a printer within proximity
   - Submit your document to print by entering your Puget Sound credentials

3. **Click on the + to add printer**

4. If the printer appears on the Printers list your device is now setup for printing

**ATTENTION!** If you receive Hold for Authentication you did not enter in your current updated Puget Sound user information – click on the circled arrow shown below and re-type your information

**Puget Sound Printer Terminology**
- **Virtual Printer** is a non physical printer that is controlled and located on a print server.
- **Puget Sound Printer** AND **Single Sided Puget Sound Printer** are the only virtual student printers.
- **Puget Sound Printer** is a virtual printer that only prints by default double-sided.
- **Single Sided Puget Sound Printer** is a virtual printer that only prints by default single-sided.
- **Physical Printer** is a printer located in a specific building. The printer’s name is the building where the printer is located.

For more information or training support, contact servicedesk@pugetsound.edu or visit the Technology Service Desk Monday-Thursday 8am-7pm, Friday 8am-5pm, Saturday & Sunday 12-4pm during normal academic hours.