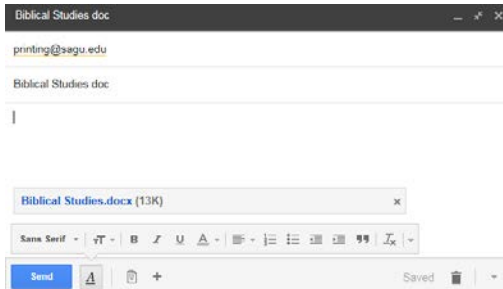# SAGU Printing!

SAGU now has a new printing system for students too! With this system, printing from your personal device has never been easier. Each student will have $50.00 on their printing account. To print,

1. **Simply send an email to printing@sagu.edu and then login to the copier to retrieve your print job. (10 MB Limit)**

2. **If you need to send a bigger job, no problem! Go to https://mobileprinting.sagu.edu and login with your mySAGU username and password. The link must be exact (mind the https).**

- **Once there, choose your options and then click "choose file" to browse for the item. The "document link" section is not needed, but can be used to print directly from a web page. Please only click submit once. When you have done so, it will take about a minute to show up in your print queue on the Canons. ***If you submit multiple jobs, you may need to close the site and authenticate******
- **You can use the client links to install the printer to your computer, but this is not necessary unless you have a program that requires a local printer. Instructions for installing that printer for Mac users are below. When using this feature, your username must be in this style: sagu\mystudentusername**

3. At the printer, touch your Student ID to the reader to login. If you haven't done so before, it will ask you to type your mySAGU username and password. Printers are located,
   1) Upstairs in the Nelson Library (color)
   2) Downstairs in the Nelson Library (B & W)
   3) Schaffer Center near Cafeteria entrance (B & W)

4. Installing the local printer for mac users is a two-step process.
   1) First, go to ftp://ftp.sagu.edu/campusprinting and download the "maclocalprinter.dmg" installer. You may need to copy this file to your desktop to run it successfully. Hold Command, and click, then choose Open. It might say something about an untrusted publisher, but you are safe to ignore that warning. When prompted for the "uniflow server" type uniflow.sagu.local. Use the defaults for all other selections.
   2) After this install is complete, you must install the printer itself.

      a. Choose **System Preferences** from the **Apple** menu.
      b. Choose **Print & Fax** from the **View** menu.
      c. Click the **+** button to add a printer.
      d. Press the Control key while clicking the "Default" icon (or any other icon on the toolbar), then choose Customize Toolbar from the contextual menu that appears.
      e. Drag the Advanced (gear) icon to the toolbar.
      f. Click Done.
      g. Click the Advanced icon that was added to the toolbar.
      h. Choose Windows from the Type pop-up menu.
      i. In the URL field, type smb://uniflow.sagu.local/Student_Canons
      j. In the Name field, type the name you would like to use for this printer in Mac OS X.
      k. Choose the appropriate PPD by browsing to your applications folder (Command+shift+a), opening "Uniflow," and selecting the ppd file there.
      l. Click Add.
   3) Print a page to the printer, and login with sagu\mystudentusername. It will be waiting for relase.