

# Print to wpa from a Lab Computer

This article will walk you through printing from a University Lab Computer in the Library Information Commons and NYS 250

*These instructions are not for printing from your personal computer, please go to [Print to wpa from Your Personal Computer](#)*

## Students

### Windows

Open document within default software (Word, PowerPoint, Excel, etc.) and click File>Print, select wpa printer from drop down menu then click 'Print', typically in lower left corner of window.

If not already signed in to the Windows Print App, a prompt will appear to login.

- A notification window will appear in the lower right toolbar near the wpa icon indicating the document is uploading/uploaded.
  
- Click the wpa icon to see the full list of documents uploaded to the [wpa account](#) with associated [wpa codes](#).

- Click the cog in the lower right corner for settings. Click '[Submit Crash Report](#)' to email necessary logs to wpa support if having issues uploading a document.
- Click 'Got Feedback?' to provide input on how to continue improving the Windows Print App.

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## **Mac OS X**

Open document within default software (Word, PowerPoint, Excel, etc.) and click File>Print, select wpa printer from drop down menu then click 'Print', typically in lower left corner of window. If not already signed in to the Windows Print App, a prompt will appear to login.

- The printer icon will appear in lower Mac toolbar indicating the document is being processed. When it disappears, a notification window will appear in the top right MenuBar near the wpa icon indicating the document is uploading/uploaded.
  
- Click the wpa icon to see the full list of documents uploaded to the [wpa account](#) with associated [wpa codes](#).

## Guests

1. Open document within default software (Word, PowerPoint, Excel, etc.) and click File>Print, select wpa printer from drop down menu then click 'Print', typically in lower left corner of window. If not already signed in to the Windows Print App, a prompt will appear to login.
2. Click the lower right option, 'no account, print now and get a wpa code', to activate the Guest Printing window (below)
3. The Guest Printing window will process and upload the document providing a wpa codes to use at any print station.

**For further assistance, please visit the ITS4U Help Desk located in NYS 215 or call 203-254-4069 during business hours.**

**Hours can be found here: [ITS4U Help Desk Hours of Operation](#)**