

Printing Instructions For Ruggles/Ryder

- You must be connected to NU WAVE (Not NU Wave Guest)
- Download the appropriate client from the Architecture Web Site
- <http://www.architecture.neu.edu/content/ruggles-printing>
- **Note:** If you are using a Mac and have previously installed the clients from the library, uninstall first then install the new client.
- (To uninstall the old client, click on Go in the Finder Menu, then “Go To Folder.” Type the path “/Library/application support/pharos/utilities” and run the uninstaller. Then install the new version of the client.)
- Open your system preferences. Select your printer. You will see an option for Architecture_Printer. This is the queue for all of the printers.
- You will no longer need to select “left,” “right,” or “center.”
- Once you send your print job, you will need to go to the print room and swipe your NU ID on one of the card swipes attached to the printers. You can pick any printer.
- After you swipe, press “print” on the card reader and your job will print and you will be charged.
- All printers print in color. There are no black and white only printers at this time.
- You can add money to your Husky Card at MyNeu. Prints are 11” x 17” and payment for this is separate from you Print Dollars.
- All funds from the print system will be returned to the School of Architecture, which will enable us to use the money for better toner and towards new printers.
- Difficulty installing the clients-Call the help desk at 617-373-4357 or email help@neu.edu
- Trouble in studio with printer jams-see the print monitors or email-need to add email here: rugglesprintroom@gmail.com