# ITS Resource Center Home

## Printing at Hamilton College

### Contact Information

Help Desk & Training Services
315-859-4181
helpdesk@hamilton.edu

M-F 8 a.m. - 4 p.m.
Sa-Su Closed

### Printing to on-campus printers from your own personal computer

#### Windows Instructions

Can be done in one of two ways:

1. "Lite" printing through the Web – https://printx.hamilton.edu:9192. Use this to print Word, Excel, PowerPoint, or PDF documents. See Web Print Using PaperCut for details.
2. Install a printer and the PaperCut client on your computer and print from any application on your computer. These instructions follow.

- Windows XP
- Windows Vista
- Window 7

#### Macintosh Instructions

Can be done in one of two ways:

1. "Lite" printing through the Web – https://printx.hamilton.edu:9192. Use this to print Word, Excel, PowerPoint, or PDF documents. See Web Print Using PaperCut for details.
2. Install the print driver, a printer and the PaperCut client on your computer and print from any application on your computer. These instructions follow.

- Print Driver Installation for Mac OS X
- OS X 10.5.x-10.7.x- Employees
- OS X 10.5.x-10.7.x
- OS X 10.4

### Printing to on-campus printers from an on-campus computer

Hamilton College has printers placed all across campus for your printing needs. Many of these printers are in labs, but some are in open areas available 24/7. Notable labs include:

- Burke-001
- KJ-103
- KJ-202
- KJ-204
- KJ-229

- Levitt-Center
- List-220
- MPC
- Science-Center-3019
- Science-Center-3039
- Writing-Center
- ALCC-101
- IC
- Sadove

All of these locations have computers nearby to work with. All on-campus printers use PaperCut to keep track of your printing. Details are below.

## PaperCut Account Management

PaperCut is a quota-based print management system designed to monitor and control campus network printing resources; this allows Hamilton to reduce printing costs and environmental impact. For more information click the following link: PaperCut Account Management.

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