

# Duke Office of Information Technology

## Using ePrint

Save yourself the headaches of broken printers, empty ink cartridges or running out of paper. Print from your own computer on any OIT or Duke Library printer.

### It's easy

If you're on a Duke network or you're off-campus on a computer connected to the network via a VPN client, just [download the software](#) once. Then you can use ePrint as often as you like. Black-and-white pages are free, and color pages cost just 50 cents each.

### It's convenient

OIT's 22 computer labs are spread throughout campus, with other printers available in the quads and libraries. Many are available 24/7.

## ePrint Instructions

- ? [Black-and-white printing](#)
- ? [Color printing](#)

## ePrint guidelines

Please keep these guidelines in mind when using ePrint.

- ? Do not use printers as copiers. If you need multiple copies of a document, photocopy it.
- ? Recycle unwanted paper. Each computer lab has recycling bins.
- ? If the printer is out of paper, toner, etc., report the problem.
- ? Send each print job only once.

## Save paper

OIT and Duke encourage ePrint users to save paper by printing on both sides of every sheet. [Find out more about duplex printing.](#)

## Black-and-white printing

1. In a computer lab or from your personal computer, select the print option of the application you're using, then choose the ePrint printer.
2. ? For PCs and Macs, an ePrint popup dialog box will appear, asking you to enter your NetID.
  - ? For Linux in OIT computer labs, ePrint will appear by default when you choose Print in any GUI application. From the command line, use `lpr filename`, where

filename is the name of the document you wish to print. (Please see [ePrint FAQ](#) for more about using ePrint from a personal Linux system.)

3. Your document will be sent to a single campus print queue.
4. Go to one of the Duke ePrint stations on campus and swipe your DukeCard to see your personal list of documents. You'll find the stations in:
5.   ? any OIT computer lab on West, East or Central campus.  
      ? any Duke Library print station (including Perkins, Bostock, Lilly and Teer).  
      ? any public ePrint release station in campus commons.
6. Click on the document you wish to print and you're done!

### **Remember:**

- ? Print jobs will remain in the print queue for 6 hours, then will be deleted automatically.
- ? If you are printing from a workstation in a Duke Library, documents less than 10 pages long will be printed directly to the nearest desktop laser printer. For longer documents, you will be prompted for your NetID and you can retrieve your document at any ePrint station.

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