

On Campus Printing for pickup

To print on campus for pickup

1. First you must log into the WG108 Computer Lab to access printers.
2. Print to WG108_1 printer.
3. Request a pickup time.

To access and log in to WG108 Computer Lab please following the directions below.

If you have not already done so please install and run the Husky OnNet VPN client.

The software and installation instruction can be found at the following location

<https://itconnect.uw.edu/connect/uw-networks/about-husky-onnet/>

Once you have started and logged into the Husky OnNet VPN open the following location:

<http://uwtclass.tacoma.uw.edu/>

Enter your UWNNetID as the user name

Enter your UW Tacoma Campus computer login password in the password field

Remote Lab

uwtclass.tacoma.uw.edu/Account/Login?ReturnUrl=%2F

Remote Lab 2.0

Log in

Log in.

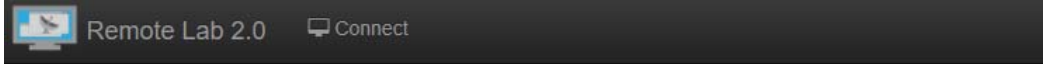
User Name: You_UWNNetID

Password: UWT Campus Computer Password

Log In

Remote Lab Version 2.0 Build 5263.28864

Once logged in you will see a page similar to the following, this is where you will choose the pool name
Open_Computer_lab_WG108



Choose Pool

Pool Name	Total Seats	Available	In Use
AdobeCC	20	20	0
GIS_PNK131	21	21	0
JOY009	40	40	0
Lumion_SketchUp_DOU101	41	40	1
Open_Computer_Lab_WG108	30	29	1
SCI111	61	61	0
Science_Computer_Classroom_SCI109	23	23	0
SET_JOY205	41	41	0
SPSS_WG320	23	23	0
Urban_Design_TPS105	3	3	0



Click the "Make My Reservation" button to reserve of one of the available workstations

Pool: Open_Computer_Lab_WG108 Total Seats: 30 Available: 30 In Use: 0

New Reservation

WG 108 Computer Lab for free printing and general software use

[Make My Reservation](#) [Choose A Different Pool](#)

Once the reservation has been made you can use the “Connect To Remote Lab” button to download the connection file (RDP file).

Pool: Open_Computer_Lab_WG108 Total Seats: 30 Available:29 In Use: 1

We've Reserved 30142526WG108 For You!

Remember: If you get disconnected come back to this page to re-connect.

Connect To Remote Lab Clear My Reservation

Remote Lab Version 2.0 Build 5263.28864



Double click to open the downloaded RDP connection file.
This will run the Remote Desktop Client and connect to your reservation.

Choose “Connect”

Remote Desktop Connection

The publisher of this remote connection can't be identified. Do you want to connect anyway?

This remote connection could harm your local or remote computer. Do not connect unless you know where this connection came from or have used it before.

Unknown publisher

Type: Remote Desktop Connection

Remote computer: 30142527wg108.tacoma.uw.edu

Don't ask me again for connections to this computer

Show Details Connect Cancel

Enter your UW Tacoma Campus computer login password, choose OK

Windows Security

Enter your credentials

These credentials will be used to connect to
30142527wg108.tacoma.uw.edu.

jenlee75@tacoma.uw.edu

Remember me

[More choices](#)

OK Cancel


A new Remote connection will be made to your reserved machine

Once you log in you will see the following dialog box to access your printing funds.

Enter your UWNNetID as the user name

Enter your UW Tacoma Campus computer login password in the password field

Login

 **Login**
Your login credentials are required for printer access.

Please log in using your network username and password to confirm your identity.

Username:

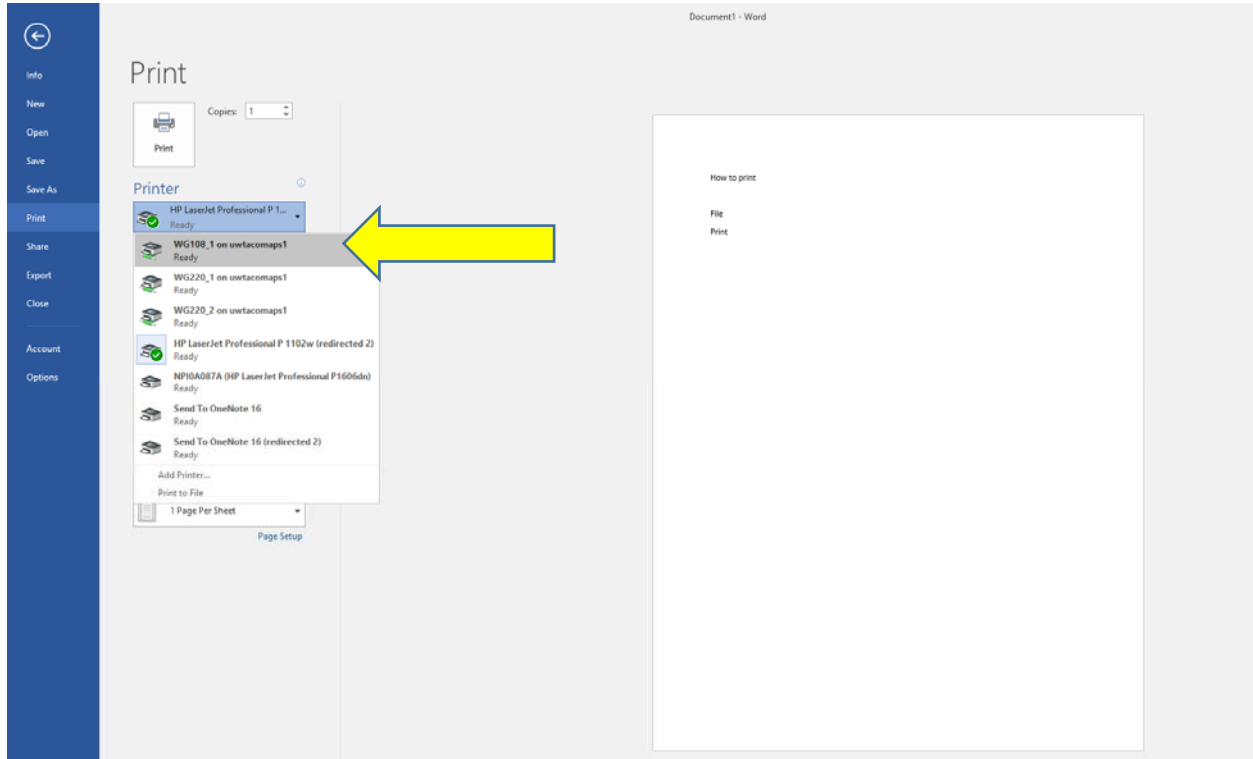
Password:

Remember my identity

OK Cancel

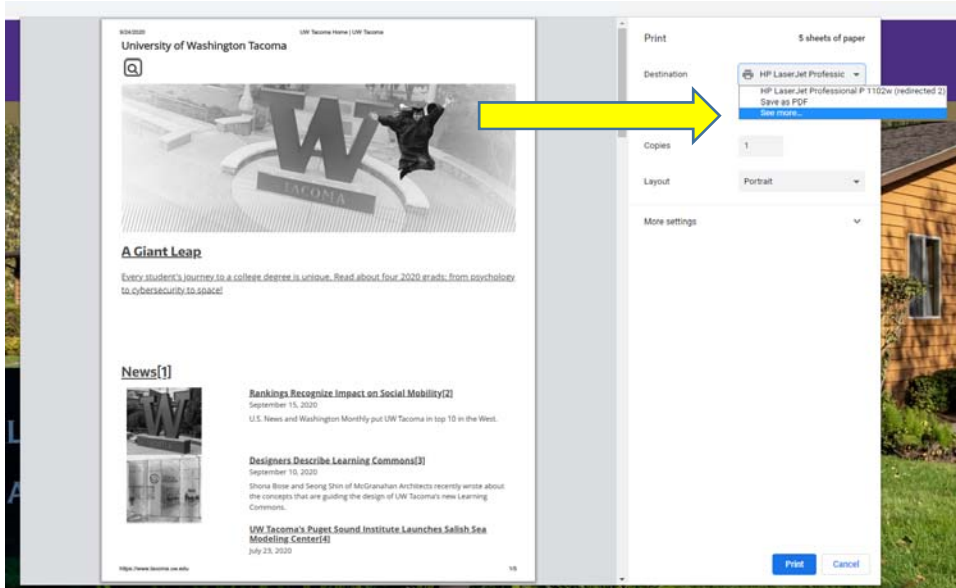
To print in an Office application such as Word (shown below)

1. Choose File Print
2. Click Printer location drop down box to choose printer.
3. Select **WG108_1 on uwtacomaps1**

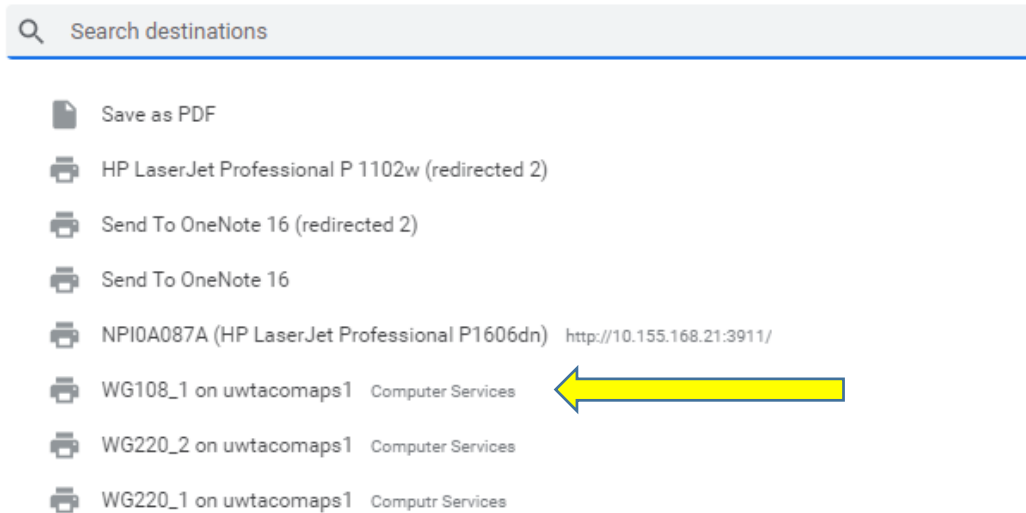


In a web browser such as chrome (shown below)

1. Ctrl P brings up the print dialog box
2. Click Printer location drop down box to choose printer.
3. Choose see more
4. Select **WG108_1 on uwtacomaps1**



Select a destination



After printing, you must request a time to pick up prints. To request your print job, go to the following url and click on the equipment checkout form

<https://www.tacoma.uw.edu/information-technology>

W Information Technology

Information Technology

STUDENT RESOURCES FOR ATTENDING CLASS REMOTELY:

UW Tacoma IT has created a [resource page](#) that provides instructions when attending classes remotely. Please familiarize yourself with the information contained on this page before you attend class.

CORONAVIRUS UPDATE:

Our normal hours of operation have changed:

CP-005 lab/Multimedia lab:

Monday - Thursday: 8:00 a.m - 9:30 p.m.
Friday: 8:00 a.m - 5:00 p.m.

WG-108 lab: Closed until further notice

IT Helpdesk:

Starting September 30: The IT helpdesk will be available during the following times:

Monday to Thursday: 8:00 a.m. - 9:30 p.m.

Friday: 8:00 a.m. - 5:00 p.m.

Saturday - Sunday: 8:00 a.m. - 5:00 p.m.

NOTE: Equipment Checkout for the Fall Quarter starts September 21, 2020

Equipment checkout is available by appointment only. You can make an appointment [here](#).

Equipment returns are also available by appointment. You can make an appointment to return equipment [here](#).

It is important these steps are followed carefully to ensure the safety of students, staff and faculty. If you have any questions, please contact the helpdesk at (253) 692-4357.

Start Complete

Your Information

First Name *

Last Name *

Campus Affiliation * Student Faculty Staff

UW email *

Student ID #

Equipment requested *

Pickup Information

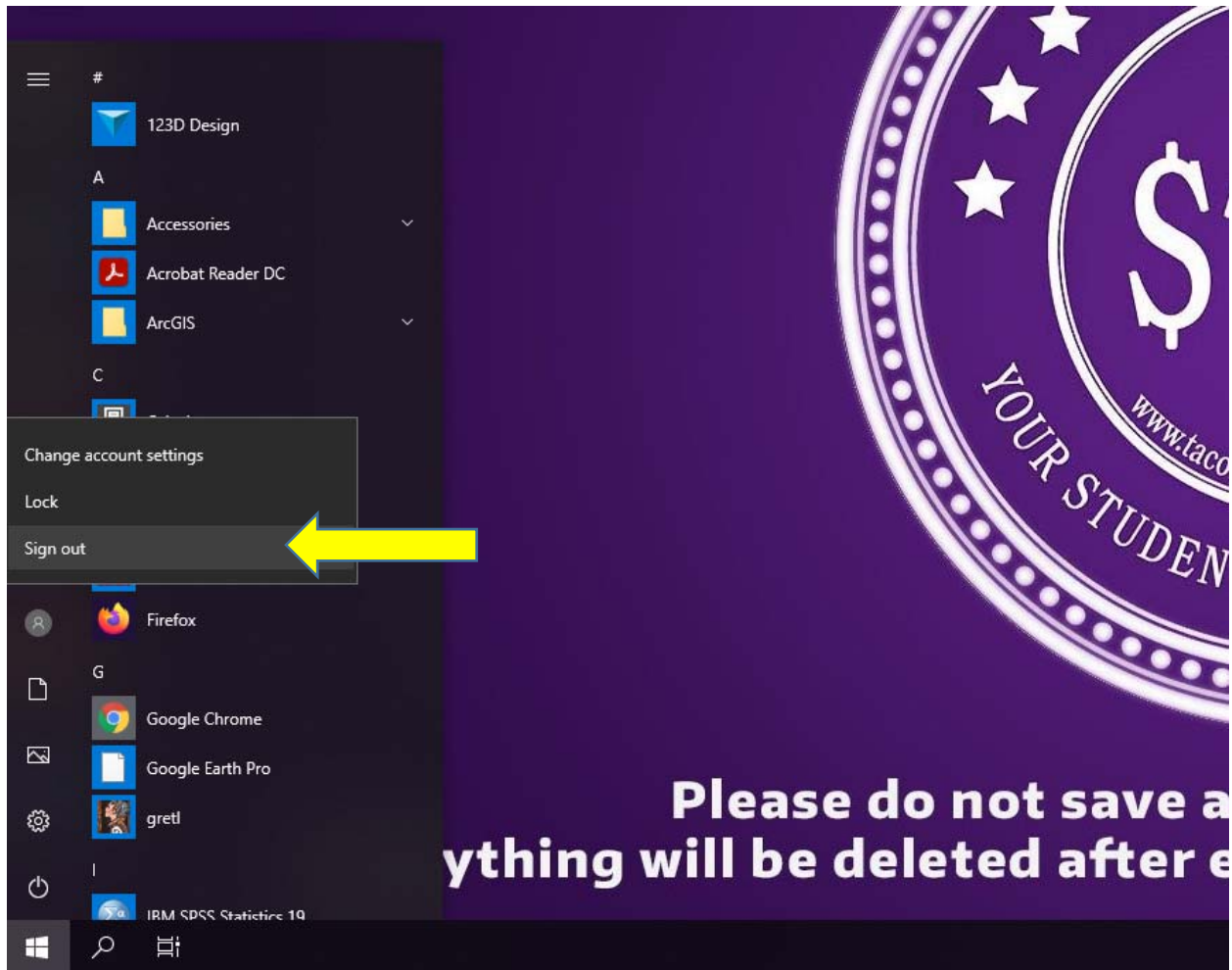
Date *

Time * : am pm

Comments

I have read and will adhere to the agreement above * Yes

After you print and request a pickup time You **MUST** sign out so the workstation can be returned to the pool.



Once signed out you must click the “clear my Reservation” button from the uwtclass.tacoma.uw.edu web page.

Pool: Open_Computer_Lab_WG108

Total Seats: 30

Available:29

In Use: 1

We've Reserved 30142526WG108 For You!

Remember: If you get disconnected come back to this page to re-connect.

Connect To Remote Lab

Clear My Reservation

Once the reservation is cleared you can log off the UW Tacoma Remote Class web page, using the “Log Off” option in the upper right of the page.

If you have trouble please send email to tachelp@uw.edu or call the UW Tacoma help desk at 206-692-help (4357)