Wireless Printing from your Laptop Computer

Black & White prints are .10/page. **Color printing is only available at the Warmack Branch for .25/page.**

To print, you will install the library printers to your laptop or MacBook.

1. Go to the Library website: www.gptx.org/library and choose your location:

2. Select the link for Wi-Fi Printing and choose your operating system.

3. Next, a security warning may appear. Click on "Run"

4. The following screen will appear. Click on "Run" again. If printers don't install, see back for more info for Windows users.

5. After you click the run tab, wait until the Print Client window appears in the task bar.

Windows:

Mac:

6. Print your document, selecting the library printer you'd would like to use:

7. When the User Identification window appears, you will need to choose a userid to retrieve your prints. ***Remember this id - we can't look it up for you.***

- If you agree with the number of pages, then click “ok”.
- If you ***do not*** agree with the number of pages and you want to make a change, then click “cancel.”

8. Please go the Print Station to release and pay for your prints.

9. When you are finished, click

or

Choose “Stop Print Client” to remove the printers from your laptop.

If you want to print to a library printer in the future you will need

to complete this process again.

IMPORTANT INSTRUCTIONS FOR WINDOWS USERS:

In order to use Wi-Fi Printing with your Windows Laptop you will need to ***temporarily*** disable your Windows Firewall and User Access Control (UAC).

a. Windows 7/Vista: Type “Windows Firewall” in the search box at the Start Button. When it pops up, turn it off.
b. Windows 7/Vista: Type “UAC” in the search box at the Start Button. When it pops up, set it to “Never Notify.”
c. For Windows 8 use the search box on your home screen to search for Windows Firewall and UAC.
d. Windows XP: Should not need any changes.
e. **Repeat steps a & b when you are done printing to TURN THESE ITEMS BACK ON.**

*****It is very important that you TURN ON your Windows Firewall and UAC to a secure level after you are done printing. Permanently disabling your Firewall is a serious security risk to your computer. *****