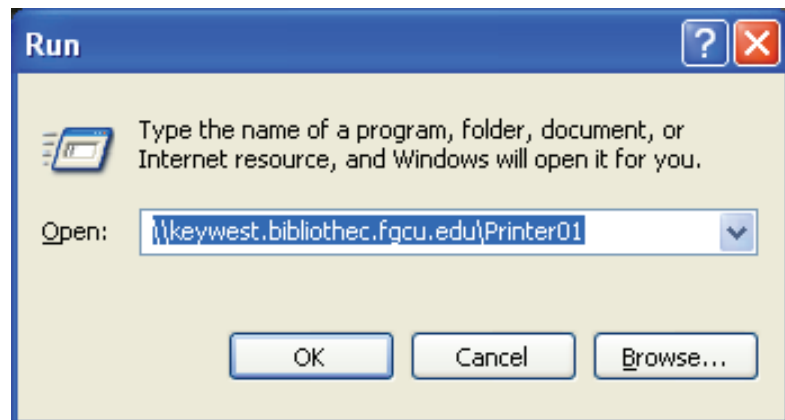




LIBRARY PRINTING FROM YOUR LAPTOP

For information contact the Library Computer Help Desk at (239) 590-7617

From the Start Menu click on Start and then Run. In the Run box that appears, fill in the name of the printer that you wish to print to. i.e. **"\\keywest.bibliotheq.fgcu.edu\Printer01"** for black and white printing, or **"\\keywest.bibliotheq.fgcu.edu\ColorPrinter01"** for color printing.



NOTE: You can use a different printer number if you wish to print to a specific printer (i.e. **"\\keywest.bibliotheq.fgcu.edu\Printer05"**)

Common Printer Names:

Printer in the Reference Lab (Library West)

reflab01

Color Printer in Computer Lab (Library East)

ColorPrinter01

(Reminder - color printouts are \$0.36)

Black ink printer in Computer Lab (Library East)

Printer01

When you are prompted for a username you need to enter your network access username and password. This is the same login as your student email with the exception that you must preface it with **"fgcu-student\"** Example: fgc-student\jdoe

The new printer is now available for printer - just select it from the application's Print menu. Your page(s) will be held until you release them by entering your username and swiping your ID card on the Library Computer Lab Print Management Stations.

