

WIRELESS PRINTING FROM YOUR LAPTOP IN THE LIBRARY

For more info, contact the Library Computer Help Desk at (239) 590-7617



These instructions are for Apple laptops running OS X 10+



1. Go to the "**Apple**" menu and select "**System Preferences**", then click on the "**Printers & Scanners**" icon.
2. Click the "+" (plus sign) button to add a new printer. If the "+" (plus sign) button is grayed out, first click on the yellow-color padlock icon in the lower-left corner of the window and authenticate with an administrator account name and password to unlock the preferences.

3. Select **IP Printer** in the Printer Browser Window, and enter the information as shown >>

Address: **Lib-print.bibliothec.fgcu.edu**
Protocol: Select **Line Printer Daemon LPD**
Queue: **Priner09**
Name: **Printer09**
Use: Select **Generic Postscript Printer**
Click "**Add**" to complete.

The screenshot shows the 'Add' printer dialog box in OS X. At the top, there are icons for 'Default', 'Fax', 'IP', and 'Windows', with 'IP' selected. A search bar is on the right. The main area has two sections. The first section contains: 'Address: lib-print.bibliothec.fgcu.edu' (with a note 'Valid and complete host name or address.'), 'Protocol: Line Printer Daemon - LPD' (dropdown), and 'Queue: Printer01' (with a note 'Leave blank for default queue.'). The second section contains: 'Name: Printer01', 'Location:' (empty), and 'Use: Generic PostScript Printer' (dropdown, with a note 'The selected printer software isn't from the manufacturer and may not let you use all the features of your printer.'). An 'Add' button is at the bottom right.

4. Select the new printer in your application and send the print job. It will spool directly to the printer. Prints jobs spool quickly and do not appear on your laptop's print queue window.
5. Go to any Print Release Station and log in with your Mac's Computer Name (no password necessary). To find your Computer Name, go to the "**Apple**" menu and select "**System Preferences**", and then click on the "**Sharing**" icon. Your Computer Name will be listed at the top of the window.

| Example of Available Printers | Printer Location |
|-------------------------------|--|
| Printer01 | Library East: Main Lab, in front near the elevators |
| Printer20 | Library East: Main Lab, in the back of lab near the AV/CAD Lab and group study rooms |
| Color01 | Library East: Main Lab, in the center of lab |
| Color02 | Library East: Main Lab, in the center of lab |
| Ref01 | Library West: Reference Lab, near the last rows of computer tables |