

Wireless Printing Instructions: Mac



Visit the **Computer Center on the 3rd floor** and print directly from your MAC OSX laptop using our wireless printing system. You may print black & white for 10¢ per page or color for \$1.00 per page.

First-Time User of the Wireless Printing System

Register your library card or day pass at: <https://bit.ly/2kOfXdD>

- Click on the 'First Time User' button.
- Replace the 'Card#' with your library card number or day pass number, which will register your account with our wireless printing system.
- Enter either your email address or your phone number.
- Click on the 'Submit' button.
- You should receive either an email or text message based on your choice of notification welcoming you to SmartALEC.

NOTE: Once you receive the email or text message, you will be able to use the wireless printing system.

How to Access the Wireless Printing System

STEP 1 – Prior to printing, you will need to add money to your library card account or day pass at a SmartKiosk.

STEP 2 – Connect to our wireless system.

STEP 3 – After registering your account, log into the wireless printing website:

<https://bit.ly/2kOfXdD>

- Enter your library card number or day pass number and click on Login.
- At this point you are ready to send documents to the wireless printing system.

NOTE: Prior to logging into the wireless printing system you may want to save the website address or bookmark it, so you won't have to type the entire website address in the future.

STEP 4 – Select a file to upload by clicking on the 'Choose File' button. Navigate to where the document you want to print resides, highlight it and click on the 'OPEN' button.

STEP 5 – Click on the 'UPLOAD' button to send the document to print.

STEP 6 – After the upload is finished, your document should be visible with the Document Name, Number of Pages, Upload Date, Expiration Date, Preview, and Delete options.

NOTE: You may wish to preview the document to make sure it is the correct document you want to print.

STEP 8 – Go to the Computer Center on the 3rd floor of Laramie County Library to print your document(s) from a print release station.