

# Wireless Printing Instructions: Windows



Visit the **Computer Center on the 3<sup>rd</sup> floor** and print directly from your Windows OS 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.

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## 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, 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.

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.