

# INSTALLING Wi-Fi PRINTING at the Main Library (PCs only)

A printer driver for the Library's Wi-Fi printer must be installed to your MS Windows\* device before you can use the WiFi printer.

\* The printer driver is not compatible with Windows Vista (64-bit) and Windows 7.

To install, go to the WiFi Printing page to download the driver needed to access the printer. We have two locations: 1st Floor Copy Center and 2nd Floor to the left of the Reference Desk. Each has a separate driver.

<http://www.smpl.org/depts/im/WifiPrinting.html>

You'll see the following box asking you to **Run** or **Save** the file.

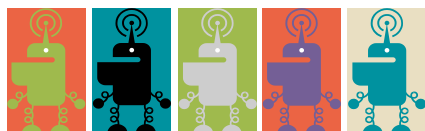


It is best to **Save** it. This ensures that you load all the needed files and that your Virus and SPAM filters don't halt the installation.

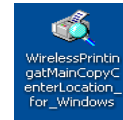
Save it to the Desktop.

*Note:* The file is large (44MB) and may take sometime to download using City WiFi.

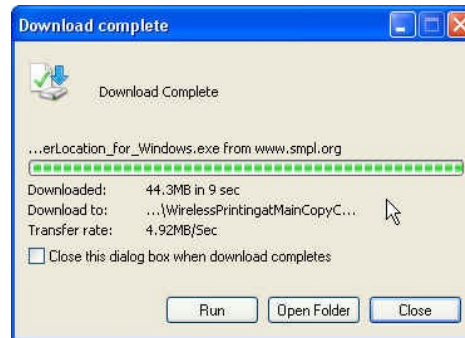
You may need to turn off any anti-virus/spyware protection.



Double click the newly created ICON on your desktop:



Click on **Run** and the installer will launch.



Next Click on **Install**. Five files will be installed on your device.



Click Finish, to close the window.

## Complete the install.

Click on the Start button, select Settings and then Printers and Faxes. You should see the **WiFiPrinter** icon in your list of printers.

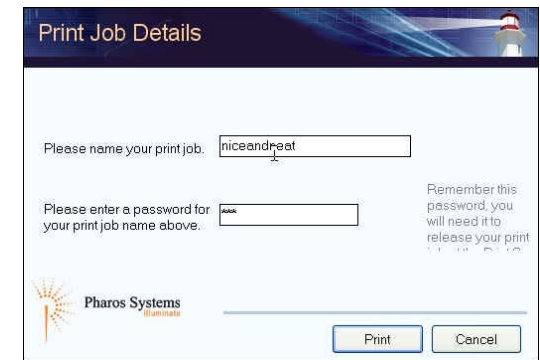
In order to use both the 1st and 2nd floor printers, you must download both drivers.

# PRINTING

Within your Windows application, you want to print. Click on the Print Icon or Ctrl-P. A dialog box will come up. Make sure the Printer location you desire is selected, then Click OK.

A dialog box will come up asking you to name the file to print and add a password (optional). This is so you can identify your print job at the print station and ensure only you can print the pages.

*Note:* Passwords are case sensitive.



Next, click on Print.

Pick up your printouts at the location you chose, either the 1st or 2nd floor.

Each page costs \$0.15. (B/W only)

You need a printer debit card, or a Santa Monica Public Library card with value added, to release your print job.

The Printer holds jobs in queue for 2 hours.

## RELEASING YOUR PRINT JOB

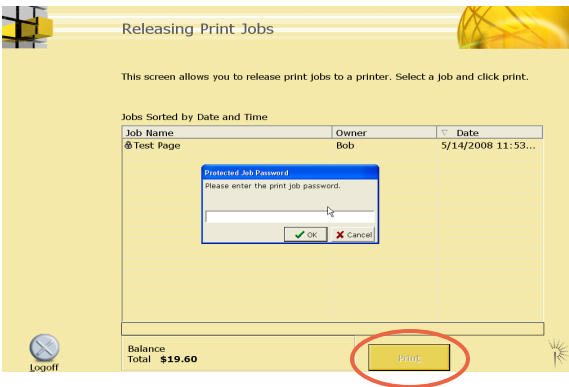
Insert the card into the box located next to the Printer.

Click on the screen to highlight your print job.

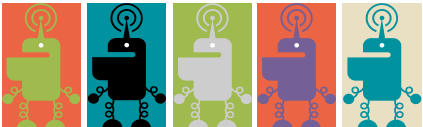
| Jobs Sorted by Date and Time |           |                    |
|------------------------------|-----------|--------------------|
| Job Name                     | Owner     | Date               |
| @Test Page                   | Your Name | 5/14/2008 11:58... |

A dialog will pop up. Enter password and click OK.

Next click the Print button at the bottom right.



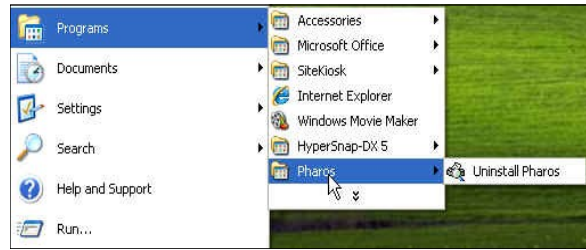
To eject your card, click the **Logoff** button in the lower left corner.



## UNINSTALLING the Printer

(Optional)

Click the Start button, click on Programs and select Pharos > Uninstall Pharos  
Your computer will prompt the needed steps. Make sure to **select all** when asked.



Windows will ask you to reboot after the Uninstall.

Uninstalling the Printer deactivates but does not remove the print driver. To remove completely, place driver in the recycle bin.

To save for later use, deselect as the default printer.

If you have any questions, please ask Library staff.

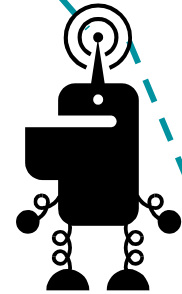
[www.smpl.org](http://www.smpl.org)

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# Wi-Fi Printing

## Santa Monica Public Library

### PC VERSION



SANTA MONICA PUBLIC LIBRARY