

Westland Public Library Wireless Printing

What you will need:

- **A valid, registered library card (see Circulation for assistance) or a Visitor Card (see Reference Desk)**
- A laptop computer capable of connecting to the Internet running either Windows (XP, Vista, Windows 7, Windows 8/8.1, Windows 10) or Mac OSX
- Sufficient funds on your library account or Visitor Card to pay for printing fees (**Black/White: \$.10 per page, Color: \$.50 per page**)

Note: Printing fees must be paid in advance at the Reference Desk or Circulation Desk; fees subject to change without notice

Windows Users (instructions for MAC users are not available at this time)

1. You will need to download the wireless printing agent. Go to www.westlandlibrary.org/wirelessprint. Click on the "Windows" link.

[Home](#) >

Wireless Printing



Would you like to print from your laptop to the Library's Printer?

Note: You may be required to disable your virus protection software prior to installing the wireless printing software.

1. Click either [Windows](#) or [Mac](#) to download the printing application and install the wireless printer on your system.

2. Enable your virus protection software after installing the wireless printer.
 3. A small window will appear on the bottom right corner of your desktop.
 4. Click on the Login button, and enter your valid, registered, library card number and PIN.
 5. Stop by the Reference Desk if you do not have a library card or do not know your PIN, you will be issued a Visitor Pass.
 6. Printing costs are \$.10 for black and white and \$.50 for color, per page, and must be added to your library card prior to printing at either the Reference Desk or the Circulation Desk.
 7. At this point, any job submitted to the "Wireless Printer" from your laptop can be retrieved at the Print Release Station (located across from the Reference desk).
- For more detailed instructions, click [HERE](#)

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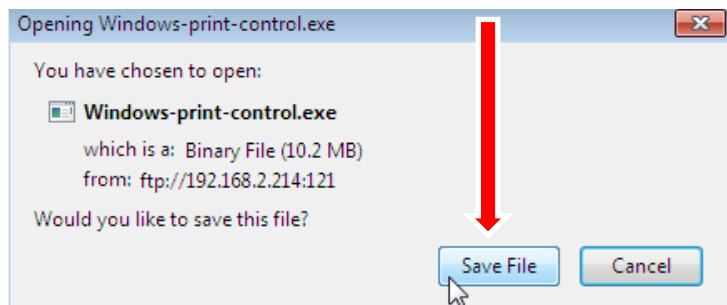
Email:
email

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2. Save the file to your computer (Note: your web browser settings may need to be adjusted to allow popups).

Firefox:



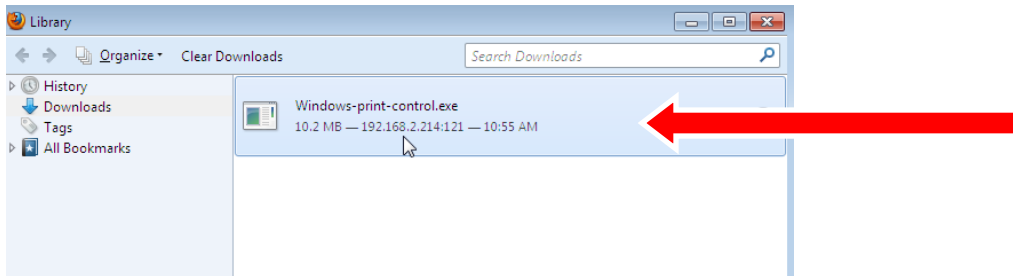
Internet Explorer:



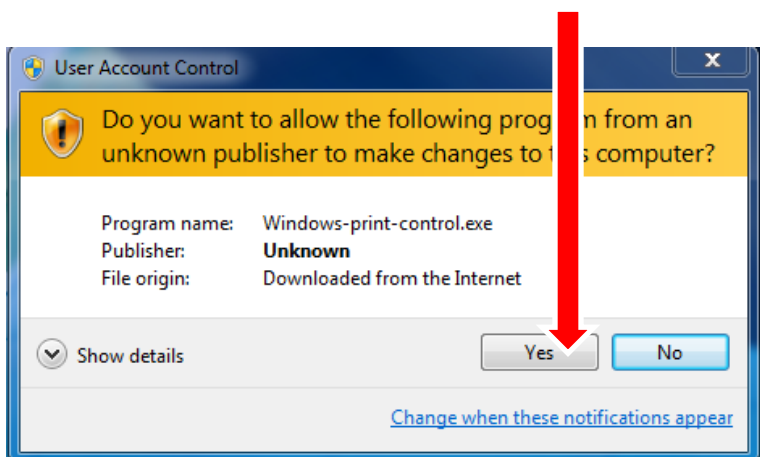
Chrome:



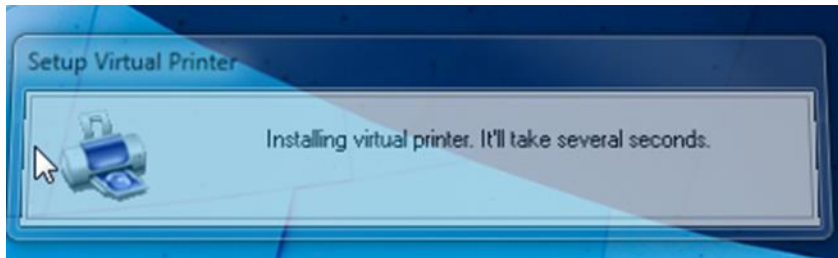
3. Locate the downloaded file on your computer and double click it to launch the installation.



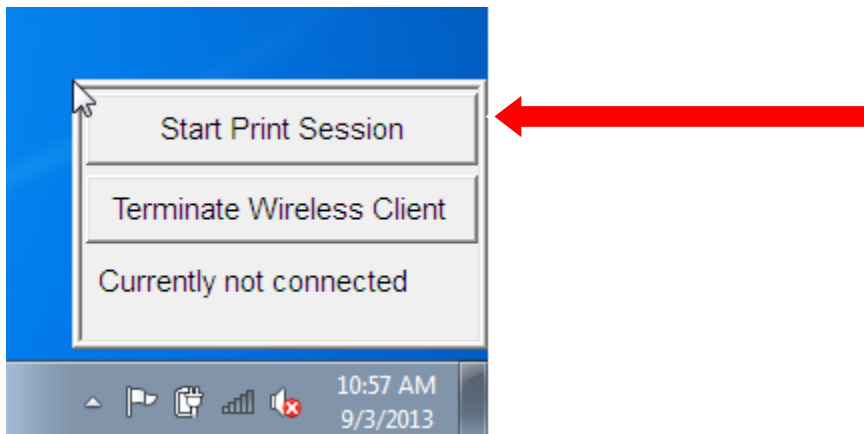
If a "User Account Control" popup window appears, click "Yes" to proceed.



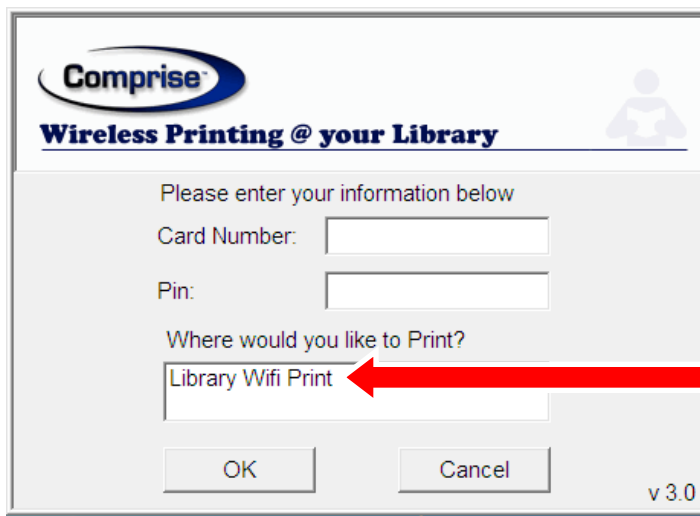
The software will install automatically.



- Once installed, a popup menu will appear at the bottom right corner of your desktop screen. Click **“Start Print Session.”**

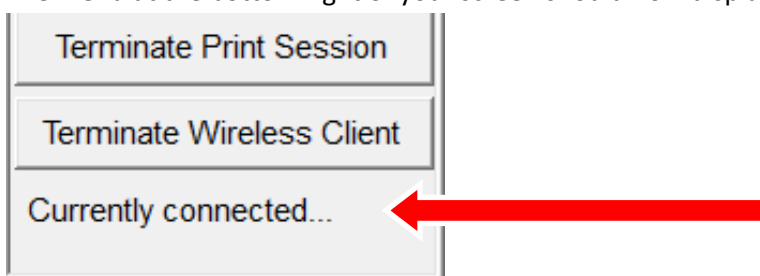


- Enter your Library Card number and PIN or Visitor Card number and PIN. Click on **“Library Wifi Print”** so that it is highlighted in blue, then click **“OK.”**

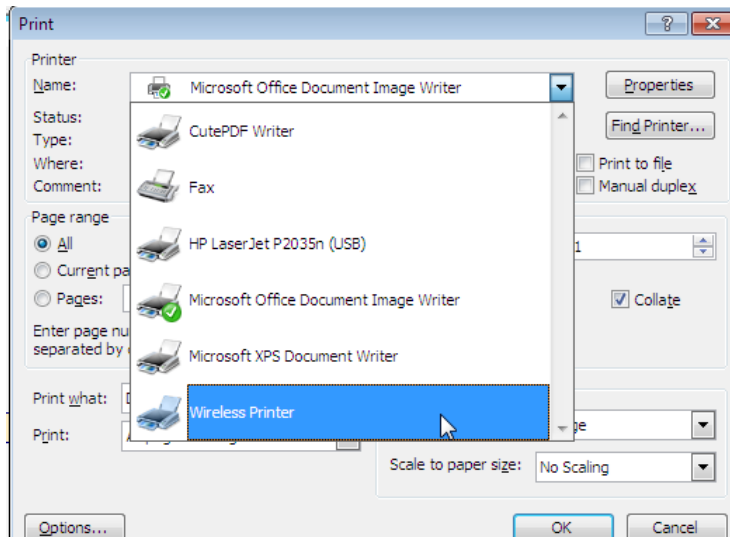


You must manually click on this field or else your document will not print.

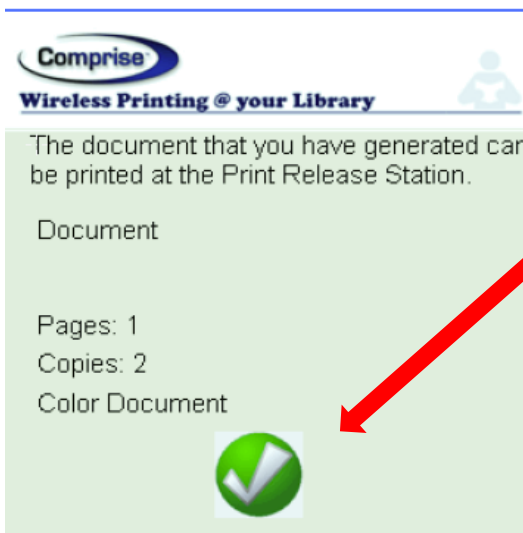
The menu at the bottom right of your screen should now display **“Currently connected...”**



6. When you are ready to print a document, select **“Wireless Printer”** as the target printer from within the application you are printing from (Note: the layout of print setting menus will vary by application). In the example picture below, a document is being printed from Microsoft Word. The printer is selected from the print settings within Microsoft Word.



After several seconds, a popup will appear indicating whether or not the document was successfully sent to the Print Release Station.



This notification indicates that the document was successfully sent to the Print Release Station.



This notification indicates a failure. You probably forgot to click on the “**Library Wifi Print**” option when logging in (step #5).

7. When finished, go to the Print Release Station (located near the Reference Desk) to retrieve your prints.
NOTE: You must load money onto your Library Card or Visitor pass to cover printing fees prior to using the Print Release Station. Fees are payable at the Reference Desk. Black/White: \$.10 per page, Color: \$.50 per page.