How to Print From Your Laptop

1. First, install the printer drivers onto your laptop:

   **Windows** – Click here.
   **Mac** – Click here.

   *This step only has to be done once. All necessary printer drivers will be installed.*

   There are 3 types of printers that you can use to print from your laptop. They are all located in the library.

   **Printer Locations:**
   -- **HP BW** – located in Lexis Lab ($0.08 per copy)
   -- **MFU BW** – located in main floor and upper level copier rooms ($0.08 per copy)
   -- **MFU Color** – located on the lower level ($0.18 per copy)

2. On your laptop, open the document that you would like to print and from the Printer Menu, select one of the printers listed above.

3. Enter your **Username** (Visitors can use their full name.) and a name to identify the print job. Then hit “Print.”
4. To retrieve your print job, go to the location* for the printer you selected. At the **Printing Station**, move the mouse.

5. At the **Card Reader next to the Printing Station**, wave your Proximity Card (or Albany Law ID) at the bottom (Visitors must swipe their Magnetic Stripe Card on the right side) and enter your PIN.
6. On the screen of the Printing Station, enter your **Username** (Visitors must type the name they entered in step #3) and hit “**Logon.**”

7. Select the print job and hit “**Print.**”

8. When you are finished, hit “**Log off**” (on the bottom left.)

**NOTE:** Print Jobs only remain in the cue for 2 HOURS!!
To add money to your account, use **Card Dispenser/Add Value Machine** by waving your Proximity (or Albany Law ID) Card. (Visitors must swipe their Magnetic Stripe Card). Directions are posted on the wall.

**If you have any printing problems, please see someone at the Circulation Desk.**