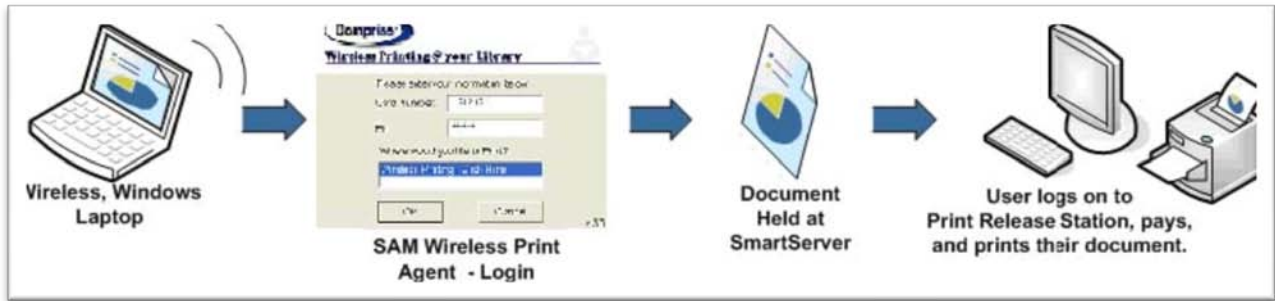


Wireless Printing Overview -

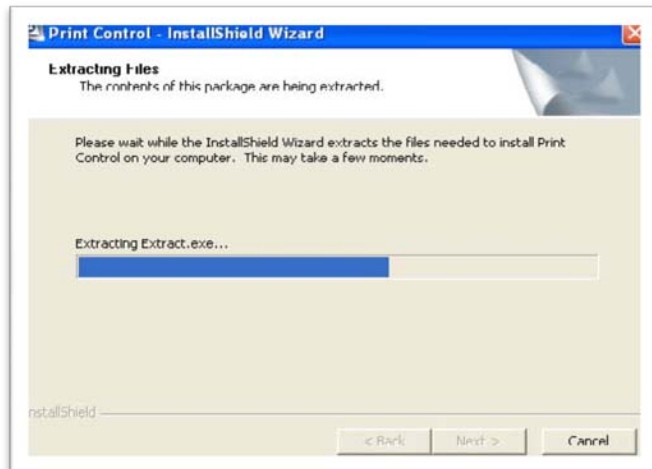
To print from a Windows laptop (sorry, no Mac support at this time), users should download the SAM Wireless Print Agent from <http://ppltx.net/drivers> and then login with their library card number and PIN. When activated, the Wireless Print Agent installs the library's wireless printer driver and becomes the patrons default printer. Documents are delivered to the Business Center Printer where patrons can login, pay for printing, and collect their document.



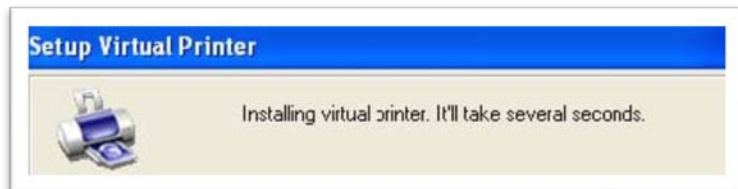
1. Go to <http://ppltx.net/drivers> and download the drivers to your computer.



2. Double click on the file you downloaded and follow the prompts to install the driver onto your laptop.



3. Setup Virtual Printer window will appear.

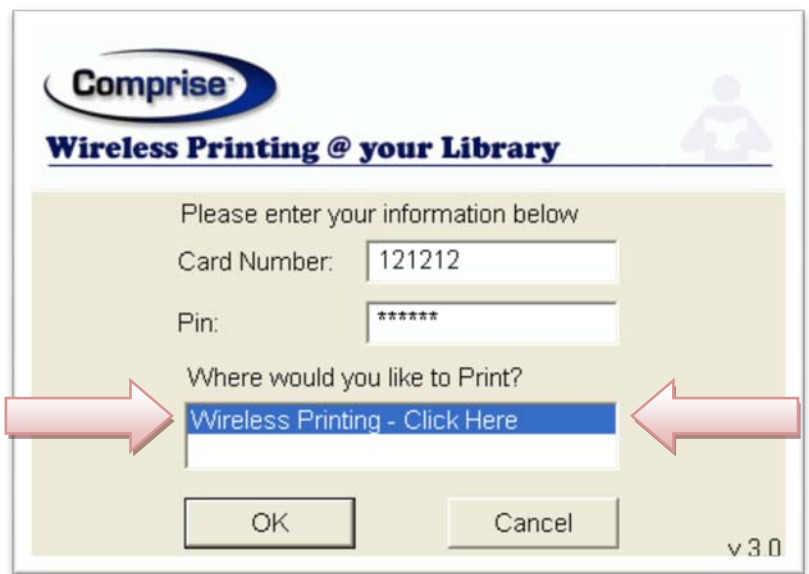


4. After installation completes, the Print Session window will appear on the bottom right corner of the Desktop. The status will display “Currently not connected”. Click [Start Print Session] to begin wireless print session.



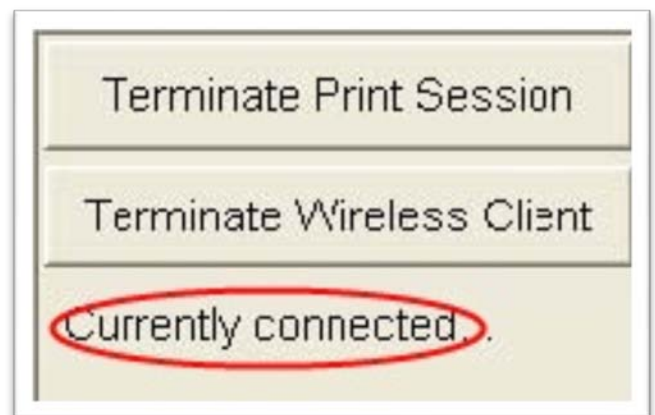
5. To login, enter Card Number and Pin. Then click select the appropriate Zone and click [OK].

PLEASE BE SURE TO CLICK ON THE 'Wireless Printing – Click Here' INSIDE THE BOX ABOVE THE OK BUTTON TO CHOOSE THE PRINTER!



6. Wireless Printing Loading window will flash on screen.

7. Once connected, the Print Session status will change to “Currently connected”.

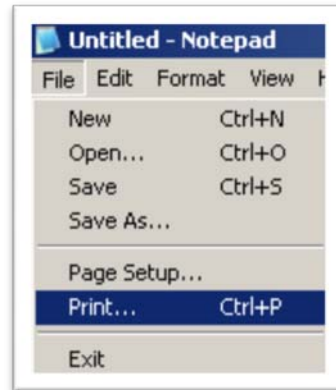


Your computer is now connected to the library wireless printers and you are ready to send your documents and print!

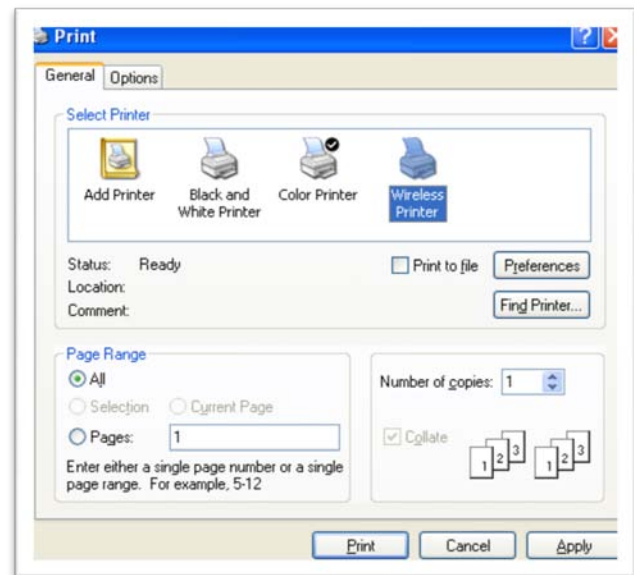
HOW TO PRINT (WIRELESS USER COMPONENT)

Printing with the SAM Wireless Print Agent is very simple and no different than printing in Windows.

8. When ready to print, click [File] then select Print as in any standard Windows Application



9. Select the "Wireless Printer" and click [Print].



10. The job is then sent to the SmartServer where it is held until the user releases it at the Print Release Station.



11. A confirmation box displays when the job has been successfully sent to the Print Release Station.

If a confirmation screen with a green check mark does not appear, please double check your print session box in the bottom right corner so that you are connected (**Step 4**) and also that you have highlighted the phrase from **Step 5**.



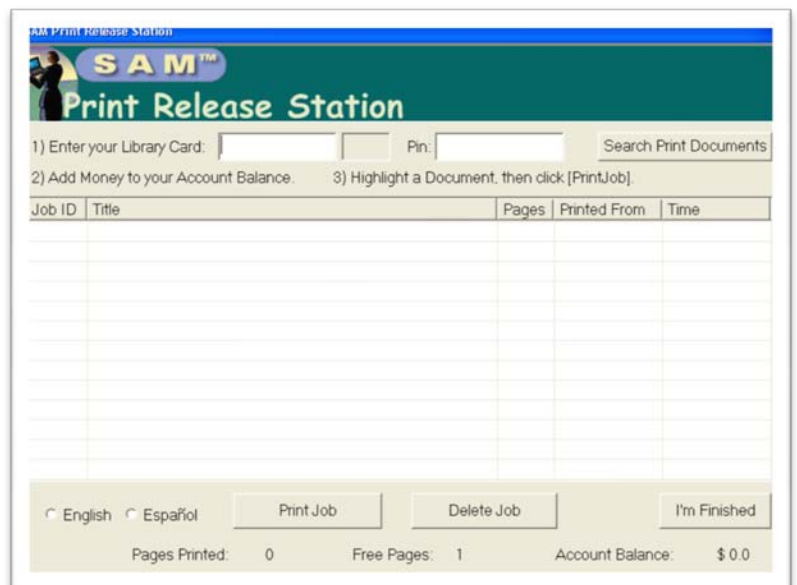
12. At this point, the print job(s) can be released and printed from the Print Release Station.

Head into the Pasadena Public Library Business Center to release the document from the print server and get your paper copy.

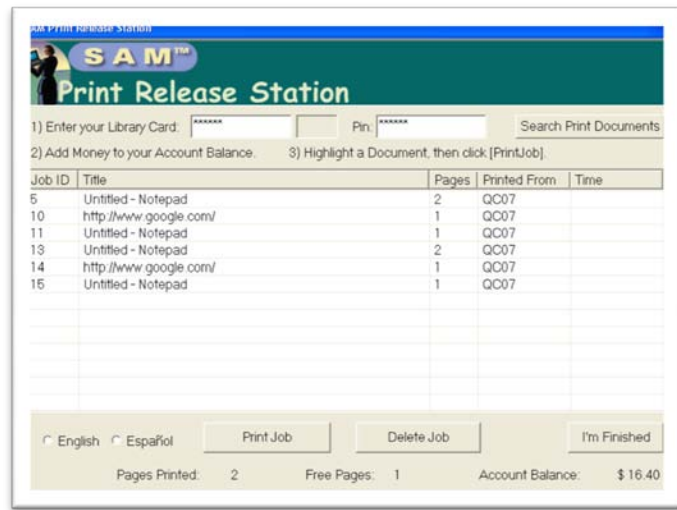
When you are ready to pay for and print your document(s), you must go to the printer in the Business Center and log into the Print Release Station.

13. Enter the Library Card Number and PIN. Click [Search Print Documents].

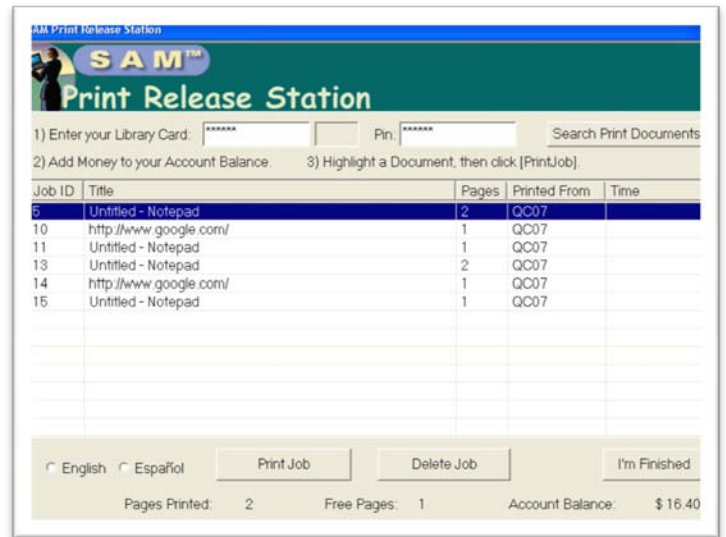
14. "Please wait while we search for your Documents..." will appear on the screen.



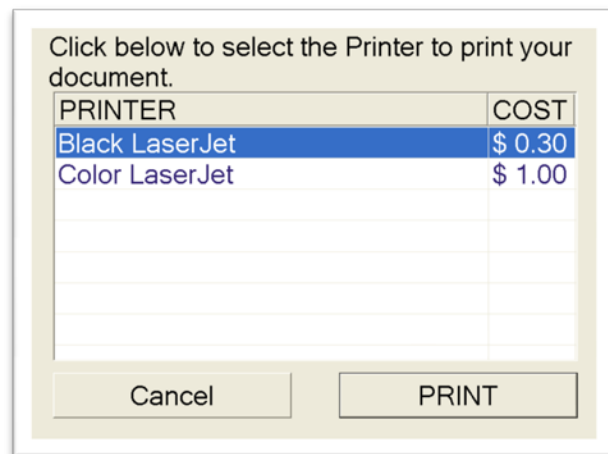
15. The Print Release Station then downloads the users' print jobs.



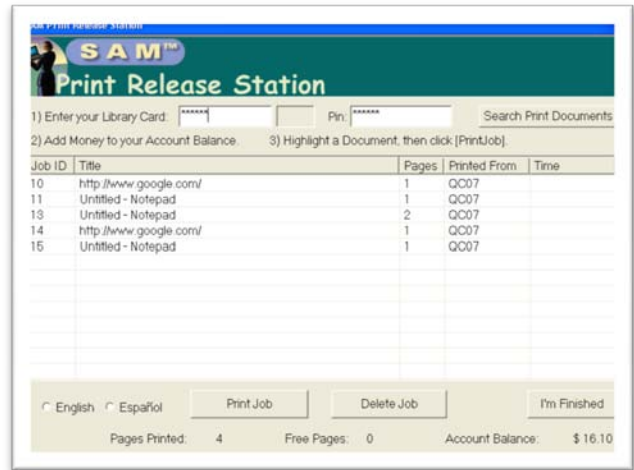
16. You can now pay for and print selected print jobs. Be sure to select YOUR print job one at a time from the list and click [Print Job]. If you are unsure which is yours, please ask for help from the Business Center librarian.



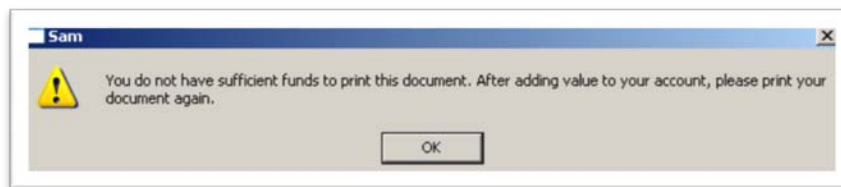
17. A dialog box will reflect the total cost to print the document based on the # of pages, # of copies, as well as the printer selected (Black or Color). Note: The total cost for each printer is displayed. You will be charged based on the selected printer and the associated cost.



18. The selected document is sent to the printer and the cost of the print job is deducted from the account balance.



19. You cannot release your documents without the required amount of money.

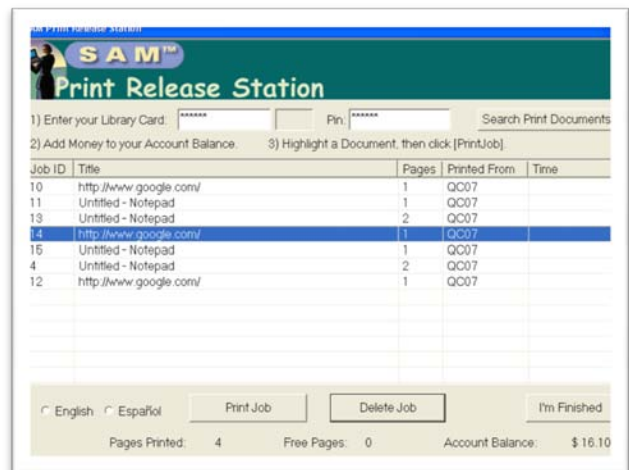


20. If using your library card account to pay for print job, check for appropriate funds – if you do not have enough, you can add money to your account at Circulation or with the help of the Business Center librarian.

21. If the coin and bill tower is present, insert appropriate funds to pay for the print job.

22. If you have sent a job to the printer and later decide not to print it, please ask the librarian on duty to delete it for you.

23. When finished printing, click [I'm Finished] to clear the account information on the screen.



24. Click [Terminate Print Session]. Clicking [Terminate Print Session] will also remove all applicable Printers from the laptop.

