

# Wireless Printing in the Library & CRC: Windows 7/8

## Connecting to PCC's Wifi Network

1. Right click on the Network icon in the bottom right of the taskbar. Choose Open Network and Sharing Center.
2. Choose Change Adapter Settings in the left side panel.
3. Right click on the wireless adapter and choose "Connect or Disconnect."
4. You should see PCCWifi in the list. Choose it and click Connect.
5. Log in using your MyPCC username and Gnumber (with a capital G). Make sure you are entering the correct username and Gnumber!
6. It will ask if you are sure you want to continue connecting to PCC-Wifi. Click "Connect" to continue.

## Connecting to the Printer

1. Make sure you are connected and logged into PCC's wireless network by opening a web browser and making sure a webpage will load.
2. Right click the Windows button in the bottom left of the taskbar and click Control Panel. Under "Hardware and Sound" click on "View Devices and Printers."
3. Click the "Add a printer" button in the top toolbar.
4. A wizard box will ask you to choose a local or network printer. Select "Add network, wireless or Bluetooth printer."
5. The wizard will attempt to search for printers but it won't find any. Click "The printer I want isn't listed..."
6. The wizard will ask you to input a printer by name or IP address. Make sure the "Select a printer by shared name" option is selected and enter the name of the printer you want to print to (from the list of campus available printers) in the following format:  
**Example:**      `\\server-name\printer-name`  
                  `\\syprintq.ad.pcc.edu\SYLIBQ1`
7. Your computer will connect to the printer and install the appropriate driver automatically. Click Next/Finish to close the wizard and exit control panel.

## Printing from a Personal Laptop

1. Create or open the document you want to print.
2. Click File > Print
3. Select the printer you just installed from the drop down list at the top of the print window. (Example: RCLIBQ1)
4. Click OK to send the print job.
5. Open a new browser window or tab.
6. In the address box type **https://pccprint.pcc.edu:7773** and hit enter.
7. You may receive a Security Certificate Error message. If that happens in Internet Explorer, click "Continue to this website (not recommended)." In Chrome you will need to click "Advanced" and then "Continue." In Firefox you may will need to click "I understand the risks" and "Add Exception" followed by "OK."
8. Log into the web version of GoPrint, using the same login information you would use for your GoPrint account at any campus CRC.
9. Check the print job you want to print and click the pay and print button at the bottom.