

PRINTING DIRECTLY FROM A LAPTOP TO NETWORK PRINTERS

1. IT recommends that you begin this procedure by logging in with the VPN client on your laptop in order to keep your password secure. If you do not wish to use the VPN client, make sure your laptop is connected via wireless (your password will not be secure).
2. Accessing the GRAIL Print Server – Click the **START** menu button, and click **RUN**. In the RUN window, in the OPEN: box, type `\\grail\`, (note that the correct slashes are \ , not /) and click **OK**.
3. A box will pop up showing ‘Connect to grail.uwyo.edu’ in the title bar. Type UWYO\[your username] in the USER NAME: box and [your password] in the PASSWORD: box. Make sure to check the ‘Remember my password’ checkbox (if there is no checkbox, make sure to follow step 8.). Click **OK**. A list of all available printers will be displayed.
4. Locating and Installing Your Shared Printer – In the `\\grail` window, locate and double-click the printer icon that represents the printer you would like to use. NOTE: Each printer will start with ‘Law School’ for the building they are located in followed by the room number and possibly an A or B if more than one network printer resides in the same room. The four network printers in the College of Law computer labs are listed as:

Law School 122 Printer
Law School 145 A Printer

Law School 242 A Printer
Law School 242 B Printer

5. When prompted that the printer will need to be installed before you can use it, click **YES** (this will not occur in Windows XP).
 6. A box will pop up showing ‘Connecting to [Printer Name] on grail’ in the title bar. This box may be displayed for up to several minutes, depending on the number of users on the network and the speed of your computer.
 7. Once installed, a small blank printer window will appear. Close the window. You are now ready to print.
 - A. Each semester you are given \$7.50 print credit by the Central Student Fee Committee. Whatever you print is deducted from this printing allocation at 5¢ per sheet.
 - B. If you do not use the entire \$7.50 during that semester, any amount remaining will be rolled over to the next semester and added on to the quota. Money cannot be transferred from one user’s account to another.
 - C. If you use the entire amount and need to continue to print, you are able to pay for additional print quota online at <http://microlab.uwyo.edu/printquota.asp> and Pay stations to increase print quota are located in the following locations: BS37, Coe, IV136, and Union 33.
 - D. If you are unsure whether you have sufficient funds in your printing allocation, you can only check this on a lab computer (hold the cursor over the \$ sign on the right side of the task bar at the bottom of a lab computer screen that you are logged into).
 8. If you either did not check the ‘Remember my password’ checkbox in step 3 or it was not available, and you wish to print again after you restart your computer, you will have to complete steps 1 - 3 again. However, after you have logged in, you can close the list of available printers without selecting one and print normally.
- Tip:** Once the printer is installed , to set the printer as your default printer, click the **Start** menu button, and click **Printers and Faxes** (or point to **Settings**, and click **Printers**); in the Printers and Faxes window (or Printer window), right-click the printer icon, and click Set as Default Printer.