Printing from a laptop

http://libr-print.gfcmsu.edu:9191/user

1. Open a browser and go to http://libr-print.gfcmsu.edu:9191/user (must be connected to the student wireless network).

   Log in using your Domain credentials (NetID and Domain password). * Billings, Bozeman, and Northern students will need to see the library staff to set up a printing account first.

2. Click on **Web Print.**
3. Click **Submit a Job.**

4. Type in the number of copies and click **3. Upload Documents.** If your documents are posted in D2L you will need to download them as a PDF first.
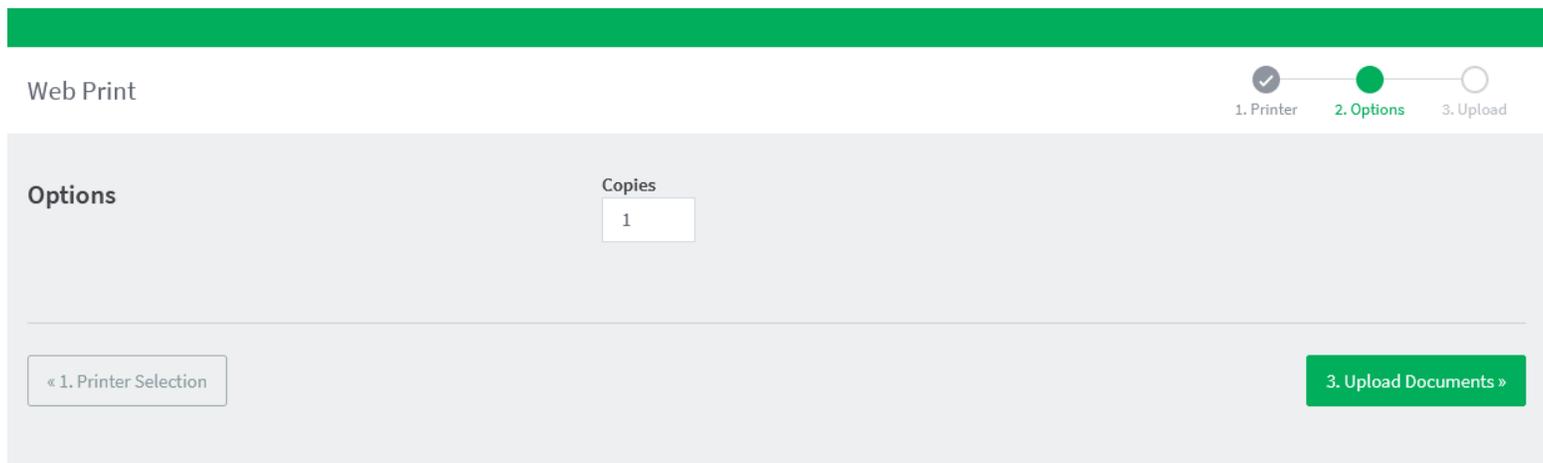
5. Drag document to grey box or use Upload from computer option and click **Upload & Complete.**
   Supported file types are displayed.
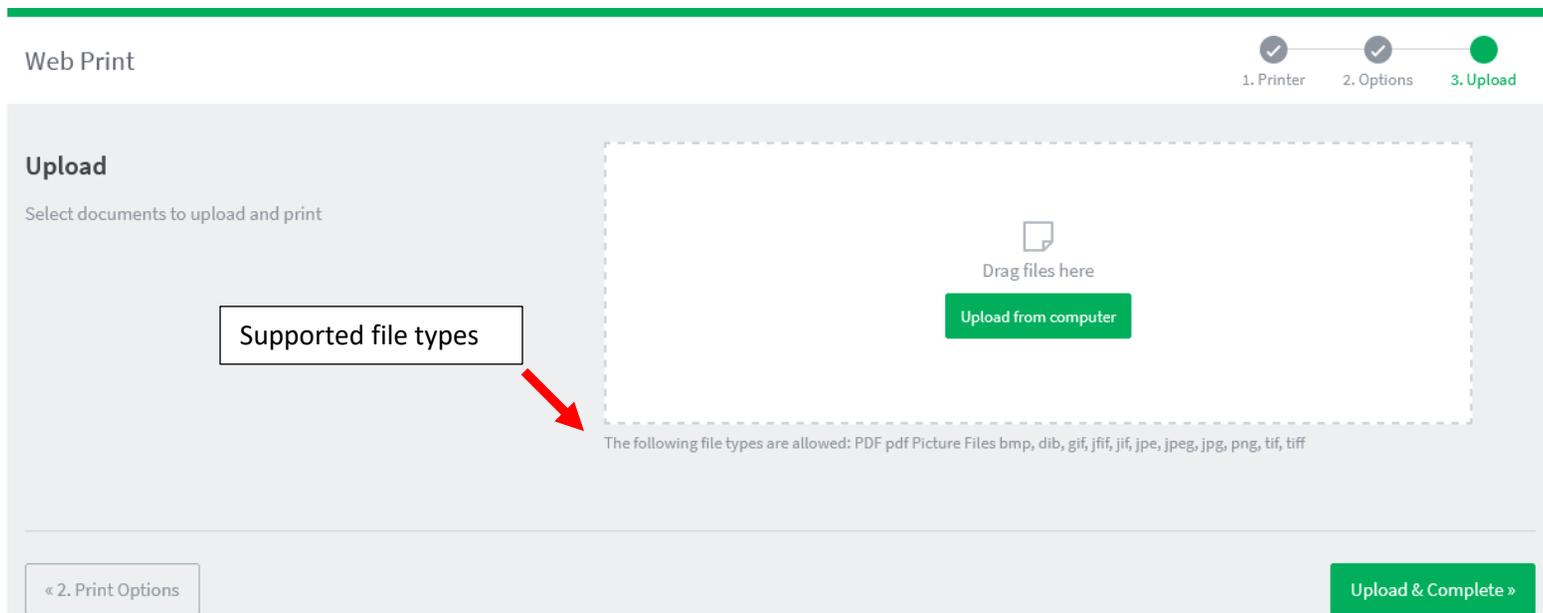
Only PDF and certain image files are able to be uploaded (.pdf) If you are trying to print an image, we suggest pasting it into a Word document first and saving as a PDF. Sometimes images do not print properly if they are sent as an image file.