Wireless Printing Station Instructions

Printing Using your Laptop

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First Steps

Ensure that you are connected to PAWS Secure over the WiFi

Note the printer’s IP address (this should be labeled on the front of the printer)
Adding the Printer to Windows

- Type Printers into the search bar next to the Start menu
- Click on Printers and Scanners (can also be accessed through Settings from Start)
- Click Add a Printer or Scanner
Printers & scanners

Add printers & scanners

• Scroll past all the options and click on The printer that I want isn’t listed.

NP1B2E4E (HP Color LaserJet M553)

Printer

Search Universal Print for printers

The printer that I want isn’t listed

• Choose Add a printer using a TCP/IP address or hostname and click Next

← Add Printer

Find a printer by other options

○ My printer is a little older. Help me find it.

○ Select a shared printer by name

Example: \computername\printersname or http://computername/printers/printersname.printer

○ Add a printer using a TCP/IP address or hostname

○ Add a Bluetooth, wireless or network discoverable printer

○ Add a local printer or network printer with manual settings

Next  Cancel
- Enter the IP address under Hostname or IP address
- Ignore the port
- Select Device type: Autodetect
- Ensure that *Query the printer and automatically select which driver to use* is checked

![Add Printer](image)

**Type a printer hostname or IP address**

<table>
<thead>
<tr>
<th>Device type:</th>
<th>Autodetect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hostname or IP address:</td>
<td>Enter IP address here</td>
</tr>
<tr>
<td>Port name:</td>
<td>Ignore this</td>
</tr>
<tr>
<td><strong>IP Address</strong></td>
<td>Ensure this is checked</td>
</tr>
<tr>
<td><strong>Here</strong></td>
<td>Click Next</td>
</tr>
<tr>
<td><strong>Ignore This</strong></td>
<td>It should say that the printer was successfully added: click Next until you can click Finish.</td>
</tr>
</tbody>
</table>
Adding the Printer to a Mac

- Go to the Apple Menu (top left corner)
- Click Printers & Scanners
• Click the Add button at the bottom of the printer list, click the IP button.

  ![Image of Add Printer window](image)

  **Add Printer**

  - Address: Enter host name or IP address.
  - Protocol: Internet Printing Protocol – IPP
  - Queue:
  - Name:
  - Location:
  - Use:

  **IP Address Here**

  **Click Add**

  **Ignore All This**

• Type the IP Address into the Address field.
• Ensure that the Protocol is Internet Printing Protocol – IPP.
• Click Add at the bottom.
• The printer should automatically be added.