

# Wireless Printing Station Instructions

## Printing Using your Laptop

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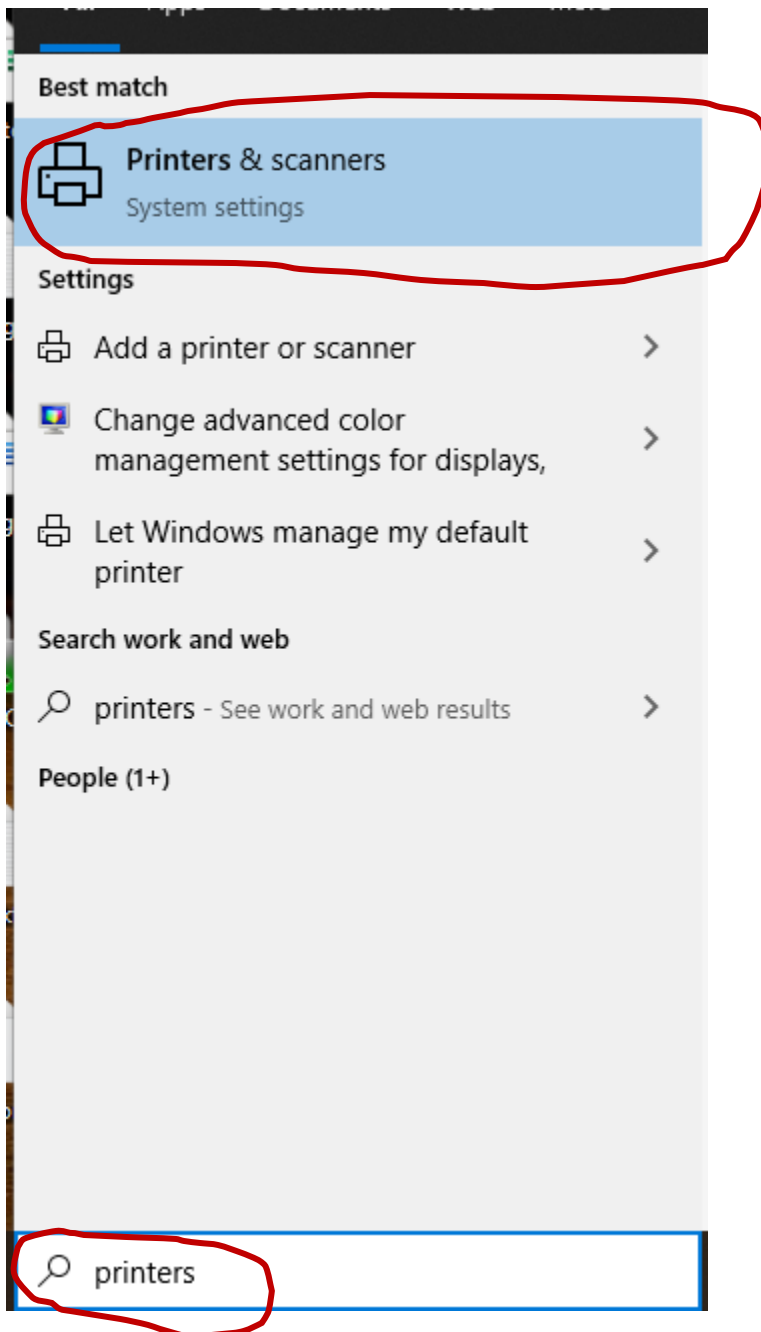
### First Steps

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

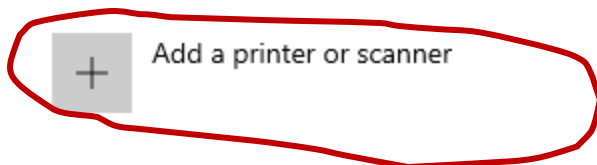
- Type Printers into the search bar next to the Start menu



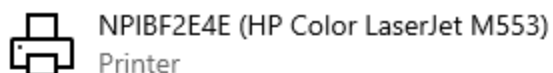
- Click on Printers and Scanners (can also be accessed through Settings from Start)
- Click Add a Printer or Scanner

# Printers & scanners

## Add printers & scanners



- Scroll past all the options and click on *The printer that I want isn't listed*.



### 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

Browse...

Example: \\computename\printername or  
http://computename/printers/printername/.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

Type a printer hostname or IP address

Device type: Autodetect

Hostname or IP address:

Port name:

Query the printer and automatically select the driver to use

Ensure this is Checked

IP Address Here

Ignore This

Next Cancel

- Click Next
- It should say that the printer was successfully added: click Next until you can click Finish.

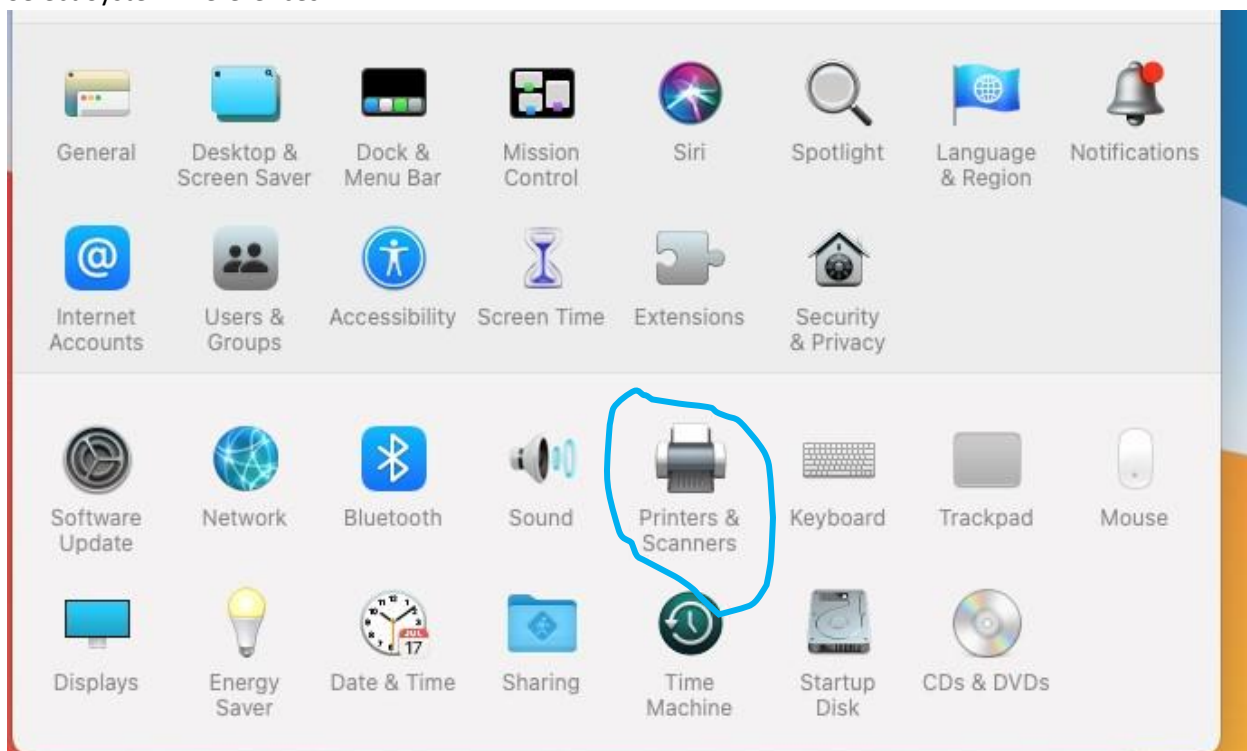
## Adding the Printer to a Mac

- Go to the Apple Menu (top left corner)

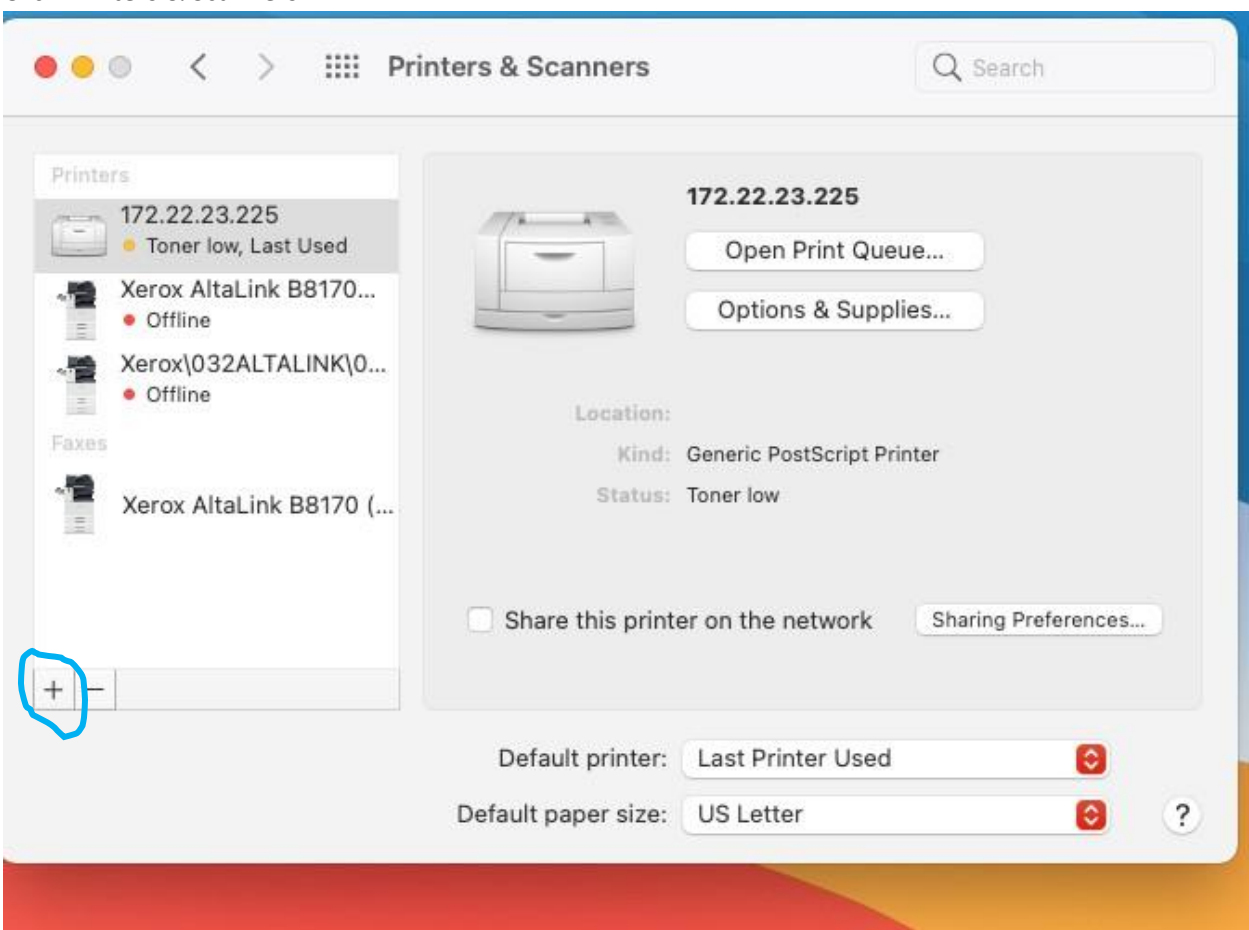
Apple Menu





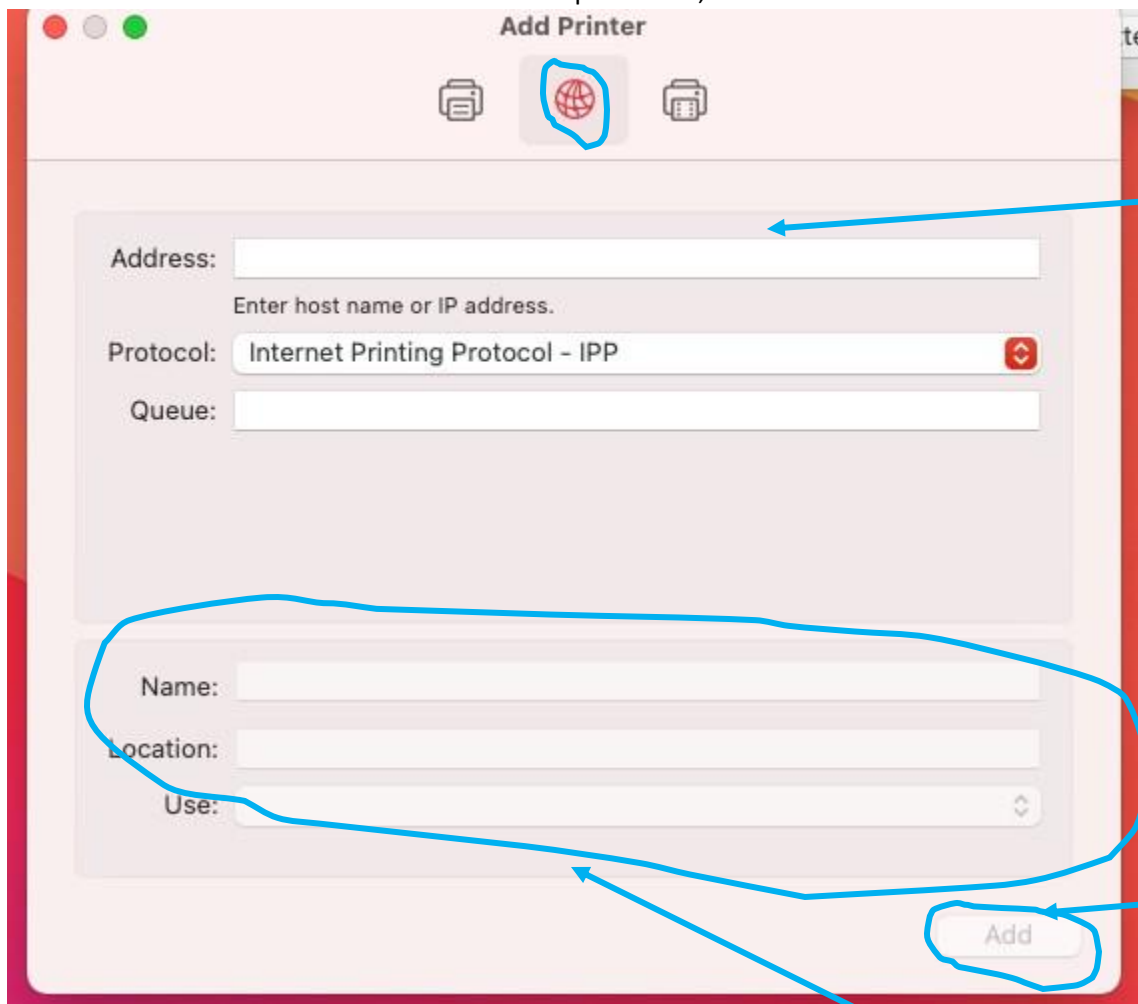
- Select System Preferences



- Click Printers & Scanners



- Click the Add button  at the bottom of the printer list, click the IP button 



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.