

Add Library BW Printer to MacBook

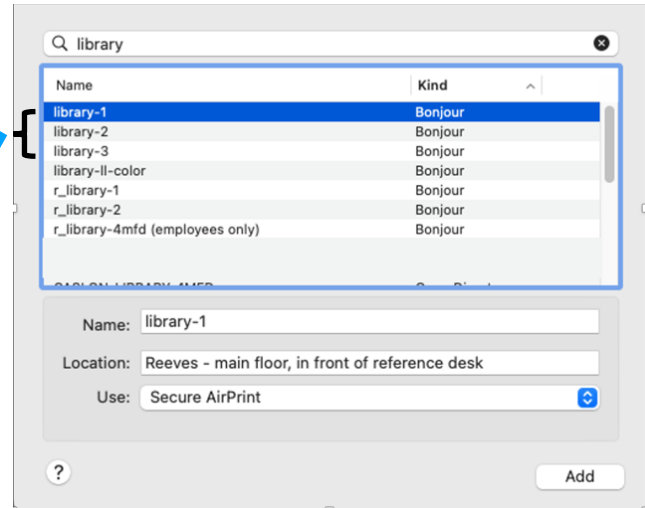
NOTE: MUST BE CONNECTED TO MORAVIAN UNIVERSITY WiFi – NOT GUEST

1. Open System Preferences by selecting the “**Apple icon**” located in the upper left hand
2. Select **Printers & Scanners**
3. Select the ‘+’ to add a printer
4. In the search field type: **library**
5. Select from one of the following:

- Library-1 (main floor – HP E60155)
- Library-2 (main floor – HP E60155)
- Library-3 (3rd floor – HP 4515)

NOTE: Only use the “r_” printer drivers for secure release printing.

6. Select the **Add** button at the bottom of the screen
7. When you send a print job to the printer you will need to enter your MORAVIAN NetID & password; you can choose to save the password in the keychain or enter it every time you printer to the network printer.



Print from the iPad

1. Open up the item you would like to print on the iPad
2. Depending on the file type you will select:
 - The Share icon → print
 - Share & export → print - AirPrint
 - Print → AirPrint
3. If a printer is not already added select the Printer field and it should open a listing of available wireless printers. Select: one of the library printers
4. You will be prompted to enter your MORAVIAN NetID & password

NOTE:

Max number of pages per print job 25

Max number of print jobs based on copy count: 5

MAKE SURE YOU ARE CONNECTED TO Moravian University and NOT GUEST