

**Add Library BW Printer to MacBook**

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

1. Click on the **Apple icon** located in the upper left hand corner of your screen. Then choose “**System Settings**”.

2. Select **Printers & Scanners**

3. Select the ‘+’ to add a printer

4. In the search field type: **library**

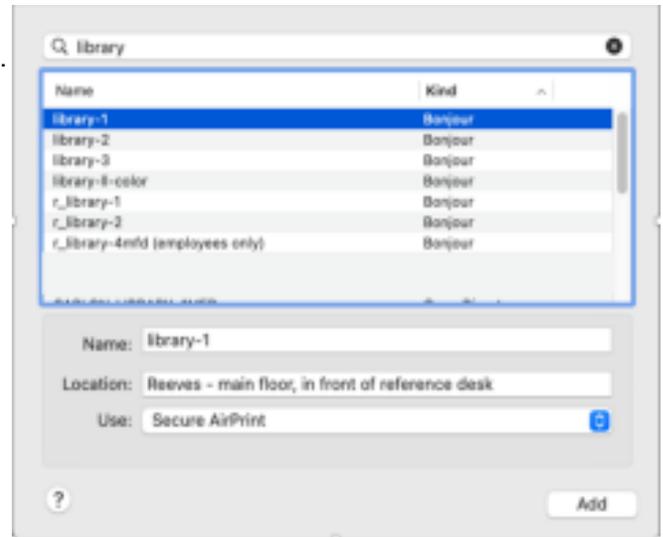
5. Select from one of the following:

- Library-1 (main floor – HP E60155)
- Library-2 (main floor – HP E60155)
- Library-3 (3<sup>rd</sup> 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

**Notes:**

- 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**