# MORAVIAN UNIVERSITY

## 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

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library-1		Banjaur	
library-2		Banjour	
library-3		Bonjour	
library-8-col	D4'	Banjour	
r_library-1		Banjour	
r_library-2		Banjour	
r_Sbrary-4m	(d (employees only)	Banjeur	
Name:	library-1		
Name: Location:	library-1 Reeves - main floor, in fr	ont of reference desk	
Name: Location: Use:	library-1 Reeves - main floor, in fr Secure AirPrint	ont of reference desk	6