

## How to print from one of the library computers (Windows or Mac):

1. Open your document and go to print.
2. Select "S1-604" from the list and click print.

## How to print from your Windows laptop:

1. Connect to eduroam or UMMS Wi-Fi.
2. Copy this IP address: 146.189.229.22
3. Open Settings in the Windows menu.
4. Click "Printers & Scanners"
5. Click "+ Add a printer or scanner"
6. Scroll down as the list loads, click on "The printer that I want isn't listed"
7. In the pop-up window, select "Add a printer using an IP address or hostname"
8. Click "Next"
9. Paste the IP address above into the Hostname or IP address box, click "Next"
10. Printer will be added as MFP15724089, click "Finish"
11. In list of printers, select MFP15724089 and click "Manage"
12. Click "Printer properties"
13. In name field, change the printer's name to "S1-604"
14. Click "OK" and then exit the "Printers & Scanners" page.
10. Open your document and go to print.
11. Select "S1-604" from the list and click print.

## How to print from your Mac laptop:

1. Connect to eduroam or UMMS Wi-Fi.
2. Copy this IP address: 146.189.229.22
3. Open system preferences.
4. Click "Printers and Scanners"
5. Click the "+" sign on the left side of the window to add a new printer.
6. Along the top of the new window that appears, click the IP tab in the middle.
7. Paste the IP address above into the "address" line (the first one).
8. Wait for it to load the printer, then click "Add".
9. If a pop-up appears asking for you to confirm that the printer has duplex printing, check the box and click Ok.
10. Open your document and go to print.
11. Select "S1-604" from the list and click print.