

# How to print from your own laptop

Follow these instructions to print wirelessly from your own laptop to Herrick's laserjet printer in the Learning Commons on the first floor.

## 1. Make sure that you are connected to Herrick's wireless network.

Go to: Start → Control Panel → Network Connections  
You should see an active wireless connection here

## 2. Add the Herrick printer to your laptop settings

### PC Instructions

Go to: Start → Printers and Faxes

Select "Add a Printer" from the left-hand side

A Wizard will open

Select "Next"

Select "A network printer, or a printer attached to another computer"

Select "Connect to this printer"

Enter the name of the printer

Name: \\gold\Herrick Public Laser

Select "Next"

### Mac Instructions

Open "System Preferences"

Select "Print & Fax"

Select "+" to add printer

Select the "IP Printer" tab

Change Protocol drop-down to "Internet Printing Protocol – IPP"

In the address box, write "pr-herrpublaser" (without the quotes)

Select "Add"

Select "Continue"

## 3. When you print, select the Herrick Public Laser printer