

# Connect to a Printer

## PC Users:

1. Click on the **My Computer** icon.
2. Clear what is in the address bar and type `\\mcbps2`. Hit **return**.
3. Right-click on the **printer name** (e.g., P31072HP4515) and choose **Connect**. It will now be available in your list of available printers.

## Mac Users:

1. On the top left of the screen, from the *Apple* menu, click **System Preferences**.
2. Click **Print & Fax**.
3. To add the printer, click on the **+** sign.
4. From the *IP* tab, in the *Address* field, type the **IP address** (e.g., 134.140.151.195). It should auto-populate the Print Using menu with the appropriate driver.
5. Click **Add** and it will be added to your available printer list.