Connect to a Printer

PC Users:
1. Click on the My Computer icon.
2. Clear what is in the address bar and type \mbps2. 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.