

How to Print to Wireless Printer

Hours

Mondays - Thursdays 10am – 6:50pm

Fridays & Saturdays 10am-4:50pm

Sundays 1-4:50pm

Printing from a PC

1. Click on icon for wireless connections (bottom-right of screen in Windows) and select “HP-Print-5a-Public”
2. Click “Connect”
3. Click on the Windows icon and select “Control Panel”
4. Click on “Settings,” then “Devices,” then “Printers and Scanners”
5. Click on “Add a Printer or Scanner”
6. Select “PublicPrinter” (HP Laserjet 400)

Printing from a Mac

1. Click on icon for wireless connections
2. Select “HP-Print-5a-Public”
3. Click on Apple icon in upper-left and select “System Preferences”
4. Choose “Printers and Scanners”
5. Under “Printers” list, click on + sign to add printer
6. In “Add” menu, select “PublicPrinter”

Printing from an Android

1. Through Settings, connect to Library wireless network, “Library”
2. Select your document or photo and select the 3 dotted bar in the upper right corner
3. Select “Print”
4. Select printer: “PublicPrinter” or look for “HP M451” color printer
5. Touch printer icon to print

Printing from an iPhone/iPad

1. Through Settings, connect to Library wireless network, “HP-Print-5a-Public”
2. Select document or photo and click on the “share” square at the bottom of the page
3. Select “Print”
4. Select printer: “PublicPrinter” or look for “HP M451” color printer
5. Select “Print” in upper right corner

Next steps...

After you have submitted all print jobs, please go to the 2nd floor Reference Desk to pick up your prints.

Questions?

If you have questions about these instructions, please call library staff at 503-675-2540.