## Printing for Students (NESS)

*Note: The student printing option is only available to students in Grades 8-12.* 

## **Printer Setup**

*If this is your first time printing through AirPrint, you will have to do the following steps:* 

 Go to System Preferences (Apple Icon > System Preferences) then go to Printers & Scanners





• Once in the **Printers & Scanners** section, click on the + icon. In the new windows that pops up, select **ness-student** then wait for the settings to get setup.



		Add Printer		
		)		
Search				
Name			^ Kind	
ess-student			Bonjour	
DO-Colour-	2020 @ WWA-251-Pete	ar-McKay	Bonjour Shared	
Name:	ness-student			
Name: Location:	ness-student Ness Library			
Name: Location: Use:	ness-student Ness Library Secure AirPrint			

• Once the settings are setup and available, click **Add** and wait for the printer to get added to your list of printers. When the printer is confirmed in your printer list, you can start using AirPrint through the added printer.



## Printing Using AirPrint

- Once you've added the AirPrint printer to your printer list, you should be able to use the printer like how you would a normal printer.
- When printing using the System Dialogue, make sure you have **ness-student** selected from the **Printer** dropdown.

	Print
Printer	NESS-Photocopier-2022 ✓ ness-student
Presets	Add Printer Printers & Scanners Preferences
	copies a rages 💟
	Copies: 1
	Collated
	Pages:
	Current Page
	Selection
	From: 1
	to: 1
	O Page Range
	Enter page numbers and/or page ranges separated by commas (e.g. 2, 5-8)
44 1 4 1 of 1	<b>b</b>   <b>b b</b>
Show Quick Preview	
PDF 🔽	Cancel

• When you're printing using straight from the browser, make sure you have **ness-student** selected from the **Destination** dropdown.

Print	1 she	et of paper
Destination	ness-student	*
Pages	All	•
Copies	1	
More settings		~
	Cancel	Print