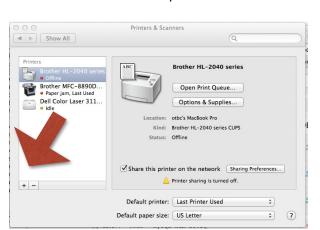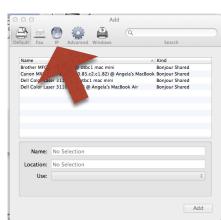# Access an OTBC Printer
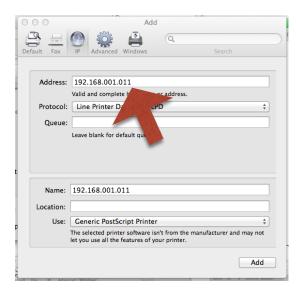
Mac: First: connect to the "OTBC Lobby" network

1. System Preferences, click + to add printer

2. Click on "IP"

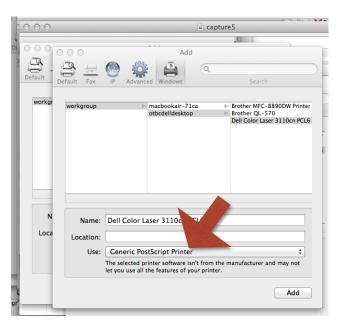3. Type in IP address and click "add"
Epson: 192.168.1.130

Note: if a printer gets rebooted, the IP address will likely change, and you'll need to delete the printer and add it again with the new IP address.

4. Select the printer you want

5. Select Generic Postscript

6. Check the "Duplex" box

Step 4 screenshot (Add printer dialog):

Default Fax IP Advanced Windows Search

workgroup macbookair–71ca ▸ Brother MFC–8890DW
otbcdelldesktop ▸ Brother QL–570
Dell Color Laser 3110cn PCL6

Name: Dell Color Laser 3110cn PCL6
Location:
Use: Choose a Driver...

Add

Step 5 screenshot (Add printer dialog):

Default Fax IP Advanced Windows Search

workgroup macbookair–71ca ▸ Brother MFC-8890DW Printer
otbcdelldesktop ▸ Brother QL–570
Dell Color Laser 3110cn PCL6

Name: Dell Color Laser 3110c
Location:
Use: Generic PostScript Printer
The selected printer software isn't from the manufacturer and may not let you use all the features of your printer.

Add

Step 6 screenshot (Setting up dialog):

Setting up 'Dell Color Laser 3110cn PCL6...'

Make sure your printer's options are accurately shown here so you can take full advantage of them.

☑ Duplex Printing Unit

Cancel   OK

Add

7. When you print the first time, you'll be asked to log in

Step 7 screenshot (login dialog):

Enter your user name and password.

Name: otbc
Password:

☐ Remember this password in my keychain

Cancel   OK

8. Replace the Login name with Guest, and click "Remember this…"

Step 8 screenshot (login dialog):

Enter your user name and password.

Name: Guest
Password:

☑ Remember this password in my keychain

Cancel   OK

Now you should be set…

Access an OTBC Printer

Windows:

First: connect to the "OTBC Lobby" network

Go to the **Control Panel** and "Hardware Devices"

Select "Add a Printer"

Select "Network, Wireless or Bluetooth"

Windows may be able to find and display the printers. If it does not, select the "my printer is not being displayed option" and it will let you type in the IP address.

The Epson 4550 printer IP address is: 192.168.1.130

Note: if a printer gets rebooted, the IP address will likely change, and you'll need to delete the printer and add it again with the new IP address.