PUBLIC WIRELESS PRINTING GUIDE

*Printing is now available on the public wireless network at St. Leonards’ College.

It is available for iPad/iPhone, Windows & Mac OSX
PLEASE TAKE NOTE!

» The following setup has been tested thoroughly with the following instructions on known, working computers.

» If you are having any problems connecting to the printer, IS will make a ‘best effort’ attempt at resolving the issue with your computer.

» Unfortunately, many firewall and anti-virus software packages, old or corrupt Windows/OSX installations and hardware incompatibilities can cause issues with connecting to the public wireless network and the public printers. Information Services is not responsible for any issues with your personal device connecting to the wireless network or the public printers.
Apple – iPads/iPhones (iOS)

» Select the print option from the app you wish to print from.

» Select “Printer” from the Printer Options menu, and a list of printers will appear. From the list, select the printer you wish to print to. (See Figure 1). To locate the name of the printer, look for the name on the Xerox sticker attached to the printer.

» Enter your St Leonards Network username and password when prompted. (See Figure 2)

Please note that some printers can only be accessed by St Leonards College Staff and therefore cannot be logged into.
Open “System Preferences” from the Dock or Apple Menu, and then click on “Print and Fax” (See Figure 3)

Click on the “+” sign on the bottom left side of the Print and Fax window.

Select the desired printer and click “Add” (See Figure 4). To locate the name of the printer you wish to install, look for the name of the printer on the Xerox sticker attached to the printer. Please ensure that the printers of type “Bonjour” are selected.

When Printing from any application, Enter your St Leonards Network username and password when prompted, and then save this password to your Keychain.

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» Open ‘Internet Explorer’ and enter the address shown below.
» When the site appears as shown in Figure 5, click on the name of the printer you wish to install. To locate the name of the printer, look for the name on the Xerox sticker attached to the printer. Once you have clicked on the printer, the screen as shown in Figure 6 will appear.
» Under the Printer Actions Section, click on the “Connect” option

» After you clicked on “Connect”, you will be prompted to confirm the printer installation (See Figure 6). Click “Yes” and the printer will install.

» After you have clicked “Yes”, a status window will appear while the printer installs. Once this is complete, the status as shown in Figure 7 will appear.

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