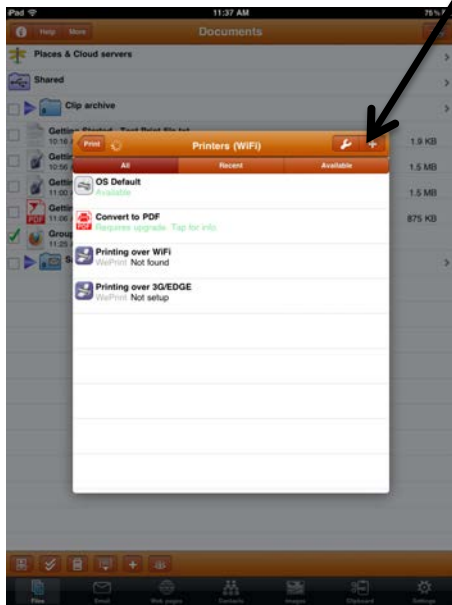
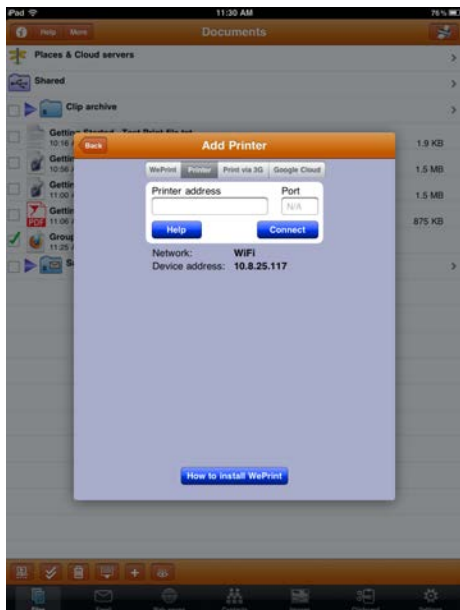


## Setting up a Network Printer in PrintCentral

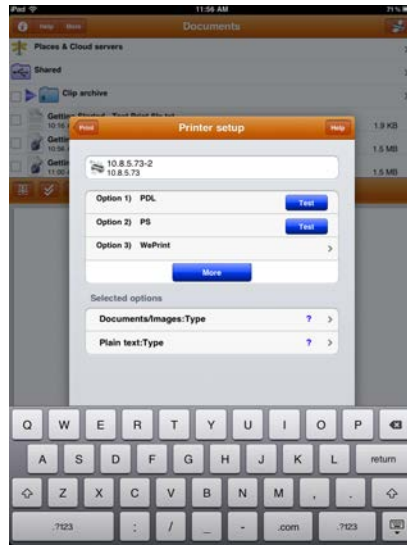
1. Open "PrintCentral" from the home screen on the second page.
2. Touch the Printer icon on the top right corner.
3. In "Printers (WIFI)" touch the "+" button



4. Touch the "Printer" Tab
5. Type in the IP address of the printer you want to use. The school printers should have a label on them identifying the IP address of that printer. Leave the Port field empty.



6. Printer Setup we must choose what kind of printer we are connecting to. Touch the "More" button and choose "HP"



7. Under "Selected Options" Set each option to use "HP" by default.



8. Once the printer is setup, you can select it when you choose a document to print. To select a printer, when the "Print" window comes up, touch the "Choose" button and select the printer you want to use.



## Printing Using iWork

When using iWork you must email the document you have created to yourself.

1. Go to the My Documents/My Spreadsheets in Pages/Numbers/Keynote, choose your document and tap the action button (button with an arrow on it)
2. Select "Send via Email" and choose your format (tip: PDF format will give you the most compatibility with printers and systems)
3. Email it to your email account.
4. Open Apple Mail and tap on the email, now tap and hold on the attachment and select "Open in..." and choose "PrintCentral" from the list  
The document will open in "PrintCentral" tap Print in the top right corner