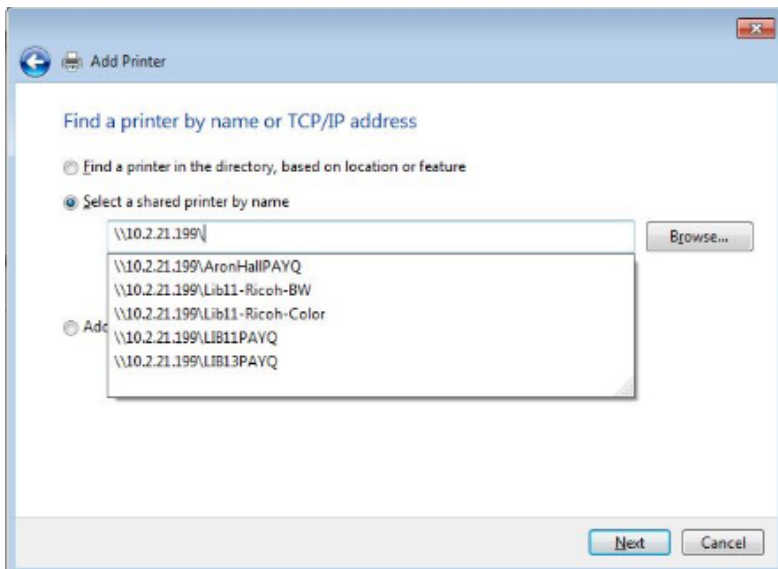


## WIRELESS PRINTING INSTRUCTIONS - Windows

The following instructions are for adding a Levy Library printer or Aron Hall printer to a Windows laptop. In order to add a printer, your laptop must be connected to a secured Mount Sinai wireless network. Users, who do not have privileges to connect to the secured network, will not be able to use wireless printing services.

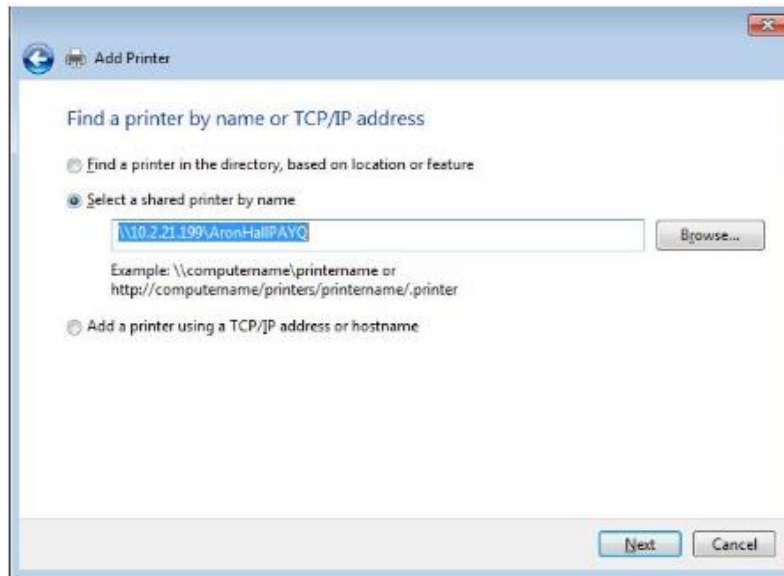
1. Open the printers folder via the **Start** menu of from within the **Control Panel**.
  1. Click on the **Add a printer** button.
  2. When the Add Printer dialog box comes up, click on **Add a network, wireless or Bluetooth printer**.
  3. To install the printer of your choice, click on the "**The printer that I want isn't listed**" button.
  4. Once the **Find a printer by name or TCP/IP address** dialog box comes up, select the radio button **Select a shared printer by name** and type the following IP Address: **\\10.2.21.199\** and then click **Next**.



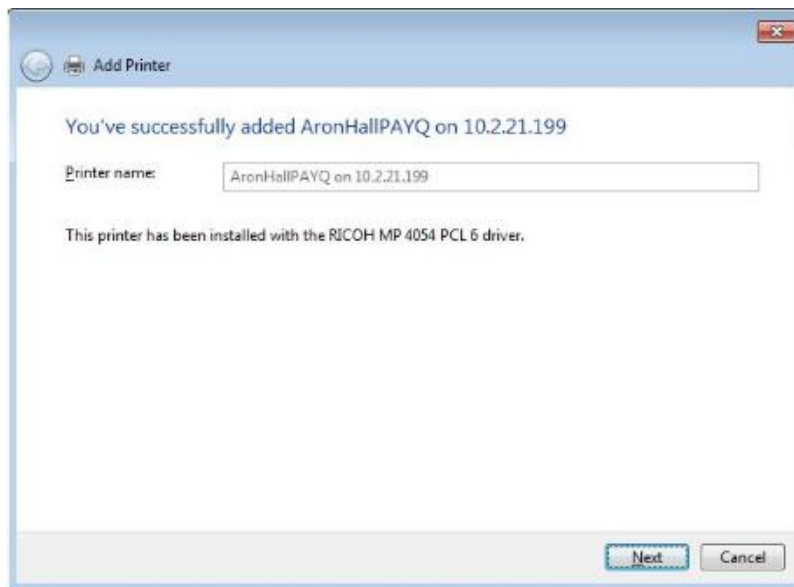
2. Once you type: **\\10.2.21.199\**, this will open a choose box, double-click on the printer you would like to add.

The following printers are available in the Levy Library:

| AVAILABLE PRINTERS  |                 |
|---|-----------------|
| Levy Library 11 <sup>th</sup> Floor Black & White Printer 1 | LIB11-Ricoh-BW  |
| Levy Library 11 <sup>th</sup> Floor Black & White Printer 2 | LIB11PAYQ       |
| Levy Library 11 <sup>th</sup> Floor Color Printer           | LIB-Ricoh-Color |
| Annenberg 13 <sup>th</sup> Floor Black & White Printer      | LIB13PAYQ       |
| Aron Hall Black & White Printer                             | AronHallPayQ    |



3. Once you select the AronHallPayQ printer from the list, **Printer Name** field will be grayed out and already filled in. Click **Next**.



4. Once you click on next, you will have added the Aron Hall school printer to use. Click **Next**, then **Finish**.

**If you have any issues installing a printer, please contact the Academic Support Center for IT at [ASCIT@mssm.edu](mailto:ASCIT@mssm.edu) or 212-271-7091. You can also visit the help desk inside the Levy Library.**