

## Need to Print?

Let's get you setup! We have printers on the 1st, 2nd, and 3rd floor that are free for members. Follow the instructions below to start printing.

### **If you are located on the 1st Floor, you can print (A4), scan and copy**

- Go to "Settings" > "Printers & Scanners"
- Add a new printer using the I.P. address **10.1.40.9**
- Set a name & location and add the printer

### **If you are located on the 2nd Floor, you can print (A3 & A4), scan and copy**

- Go to "Settings" > "Printers & Scanners"
- Add a new printer using the I.P. address **10.1.40.6**
- Set a name & location and add the printer

### **If you are located on the 3rd Floor, you can print (A4), scan and copy**

- Go to "Settings" > "Printers & Scanners"
- Add a new printer using the I.P. address **10.1.40.18**
- Set a name & location and add the printer

### **If you are located on the 4th Floor, you can print (A4), scan and copy**

- Go to "Settings" > "Printers & Scanners"
- Add a new printer using the I.P. address **10.1.40.17**
- Set a name & location and add the printer

### **If you are located on the 5th Floor, you can print (A4), scan and copy**

- Go to "Settings" > "Printers & Scanners"
- Add a new printer using the I.P. address **10.1.40.8**
- Set a name & location and add the printer

Download the drivers here (recommended):

[Link](#) to install the drivers on **Mac**

[Link](#) to install on **Windows**

**Need help installing your printer? Stop by the Front Desk and we can help! You can also suggest to report any challenges in the #technicalsupport channel on Slack.**