

## **Air Print**

**In order to print to one of the seven Air Printers available in the school you will need to be near the printer and connected to the Wi-Fi of that specific printer.**

**These printers are located in the high school and middle school labs, the distance learning room, the art room, the library, the faculty room, and in the IT office.**

**To connect to the printers Wi-Fi, follow these steps:**



- 1. Open the settings tab on your iPad**
- 2. Select the Wi-Fi tab, You will see the name of the printer you are near.**
- 3. Select the printers name from the list. This will connect your iPad to the printer.**

**You can print from the Apple applications, such as Mail, Safari, Photos, Camera, Maps, Pages, Numbers, Keynote, and so on. Apps available from the App Store may also offer this feature.**

**To print, follow these steps:**



- 1. Tap the action icon**
- 2. Tap the Print button.**
- 3. Select the appropriate settings, and then tap Print.**

**Important: If you are printing for the first time, or if the previously selected printer is not available, you will need to select a printer before step 3.**

**In Keynotes, Pages and Numbers you need to click the wrench Icon then the share and print tab.**

**To print from your laptop:**

**1. Select file -> Print**

**2. Select your desired printer from the drop down list at the top of the printer dialog box.**

**3. Click Print**

**If you are having any problems printer from your iPad or your laptop please contact us in the IT department.**