**Connecting to the SAASS Lab Printer**

- Ensure you are connected to the Eduroam wireless access point, you will not be able to add or use the printer otherwise.

- Click the Start menu in the lower left-hand corner – then type the word printer. You should see an item saying “Printers & Scanners”, click this.

- In the Printers & Scanners window, click “Add a Printer or scanner” along the top.

- When it shows up after a moment, click “The printer that I want isn’t listed”.

- Click the circle next to “Add a printer using a TCP/IP address or hostname”

- In the “Hostname or IP address” box, type 128.173.120.47 and hit Next.

- The printer will then start automatically installing. Click Next again when the button appears, and then once more on the Printer Sharing screen. Please leave the selection on “Do not share this printer”

- Select to set the printer as your default if you would like, then click Finish.

- It may still take a few moments for the printer to become usable – if you have waited 5-10 minutes after clicking Finish and you are still unable to print, please bring your laptop to Tim Roberts in the lab.