Access an OTBC Printer

**Mac:**

First: connect to the “OTBC Lobby” network

1. System Preferences, click + to add printer

2. Click on “IP”

3. Type in IP address and click “add”
   
   Epson: 192.168.1.130

Note: if a printer gets rebooted, the IP address will likely change, and you’ll need to delete the printer and add it again with the new IP address.
4. Select the printer you want
5. Select Generic Postscript
6. Check the “Duplex” box

7. When you print the first time, you’ll be asked to log in
8. Replace the Login name with Guest, and click “Remember this…”

Now you should be set…
Access an OTBC Printer

Windows:

First: connect to the “OTBC Lobby” network

Go to the **Control Panel** and “Hardware Devices”

Select “Add a Printer”

Select “Network, Wireless or Bluetooth”

Windows may be able to find and display the printers. If it does not, select the “my printer is not being displayed option” and it will let you type in the IP address.

The Epson 4550 printer IP address is: 192.168.1.130

Note: if a printer gets rebooted, the IP address will likely change, and you’ll need to delete the printer and add it again with the new IP address.