**Steps to connect to Network Printers in NUS Libraries from your Laptop:**

**For Windows Users:**

1. Please ensure that your laptop is connected to the NUS Wi-Fi Network
2. Press the Windows + R Key
3. Type in ‘\172.18.37.95 and press ‘Enter’
4. A popup window will appear asking for your NUSNET ID and Password. Please key in your NUSNET ID and Password with the appropriate Domain name.
   - For Students: ‘NUSSTU\User ID’
   - For Staff: ‘NUSSTF\User ID’
5. Double click on CSNUS-BW-A4 to connect to the Black & White A4 printer
6. Double click on CSNUS-Color-A4 to connect to the Color A4 printer
7. Double click on CSNUS-BW-A3 to connect to the Black & White A3 printer
8. Double click on CSNUS-Color-A3 to connect to the Color A3 printer
9. Note that some of the NUS Libraries may not have Color or A3 printers in the location. Please check with our library staff to verify what are the different types of printers available

**Remarks:**

a) Ensure settings are correct:
   a. For double/single sided printing:
      i. Print → Properties → Finishing tab → Select/Deselect ‘Print on both sides’
   b. To make documents print ‘multiple pages per sheet’:
      i. Properties → Effects tab → Deselect ‘Print Document On’ → Finishing tab → Enter the number of pages per sheet
   c. Click ‘Ok’ when you are ready to print
b) Walk over to the Print Release station (near the printers). Follow the instructions on the screen to release the print and pay for the print outs
   c) Collect your printouts at the printer(s)
For Mac Users:

1. Please ensure that your laptop is connected to the NUS Wi-Fi network

2. Go to **System Preferences → Print & Fax → Add Printer → IP Printer**

3. When you add the printer please key in these details:

   Protocol: **Line Printer Daemon – LPD**
   Address: **172.18.37.95**

   Queue: **CSNUS-BW-A4** (For Black and White A4)

   Queue: **CSNUS-Color-A4** (For Color A4)

   Queue: **CSNUS-BW-A3** (For Black and White A3)

   Queue: **CSNUS-Color-A3** (For Color A3)

   Name: (Optional)

   Location: (Optional)

   Use: **Generic PostScript Printer**

4. Note that some of the NUS Libraries may not have Color or A3 printers in the location. Please check with our library staff to verify what are the different types of printers available

To Collect Print-Out for Mac:

1. After sending your documents, go to the Print Release Station.

2. Enter your **computer name/login name** (not your NUSNET ID) to retrieve your print jobs

3. Follow the instructions on the screen.

4. Collect your printouts at the printer(s).

How to get Computer Name/Login Name for Mac:

a) System Preference → User & Groups

b) Unlock Administrative rights

c) Shift-click Current User
d) Advanced Options

e) Use Account Name