

Documentation of the Mastery: Print to the Wireless Printer

1. Connect to the BVPrint wifi network.

Instructions for connecting to wifi on an Apple device are available here:

<https://support.apple.com/en-us/HT202639>

Instructions for connecting to wifi on an Android device are available here:

<https://support.google.com/android-one/answer/2819519?hl=en>

2. Check if the patron already has apps installed capable of seeing our printer

a. Try printing: if you see the printer, proceed to 3. Print to the Brother HL5470dw printer

b. If you do not see the printer, go to the App Store or the Brother Customer Support Downloads page and install the appropriate software:

- Instructions for printing from an iPhone using Airprint are available here:
<https://support.apple.com/en-us/HT201387>
- For Androids and other mobile devices, install the Brother iPrint & Scan app. Go to the Google Play app store, then enter "Brother" into the search box. Install the iPrint & Scan app on the device. To print, open the thing you want to print, go to the menu and click the *Send To* option to send the file to the iPrint & Scan app. The printer you should use is the Brother HL5470dw printer.
- To add a printer in Windows 7, follow these instructions: <http://www.msl.ubc.ca/it-support/printing/install-printer-win7>
- For other laptops, Use Google to search for the Brother Support & Downloads page for the Brother HL5470dw printer, then select the appropriate operating system for the laptop you have in hand. You should be able to locate the following page:
http://support.brother.com/g/b/downloadtop.aspx?c=us&lang=en&prod=hl5470dw_us_eu_as

3. Print to the Brother HL5470dw printer

Proof of Mastery:

A) Phones & Tablet Devices

1. Show the proctor you are able to open the Settings on an iPad or Android and connect to the BVPrint wifi network
2. Show the proctor you are able to locate the Print or Send To (Printer app) options for a document (usually in the Menu/three dots icon)
3. Show the proctor you can search for the printer after pressing the print button and determine whether or not the patron already has apps installed capable of seeing our wireless printer.
4. Print a document from an iPad or Android to the Brother HL-5470dw printer.

B) Laptop Computers

1. Show the proctor that you know how to locate the *File > Print* option in Microsoft Word, OpenOffice Writer, and in the Internet Explorer and Mozilla Firefox web browsers.

2. Show the proctor how you set up the laptop to print to the Brother HL-5470dw printer: this involves either “Add a Printer” or downloading special Brother brand software. (Note to proctor: use laptop #11 for this step. All of the other laptops will already have the Brother printer installed)
3. Print a document to the Brother HL-5470dw printer.

Current Training Proctors for this Mastery: Wireless Printing

- Julia Schult
- Bob Loftus

The amount of time required for this mastery will vary widely depending upon the staff member’s current level of expertise. At least 20 minutes of practice time for an experienced computer user.

They will need:

- An iPad or Android device
- A laptop computer running the Windows Operating system
- This documentation
- Internet Access
- Possibly access to an Expert