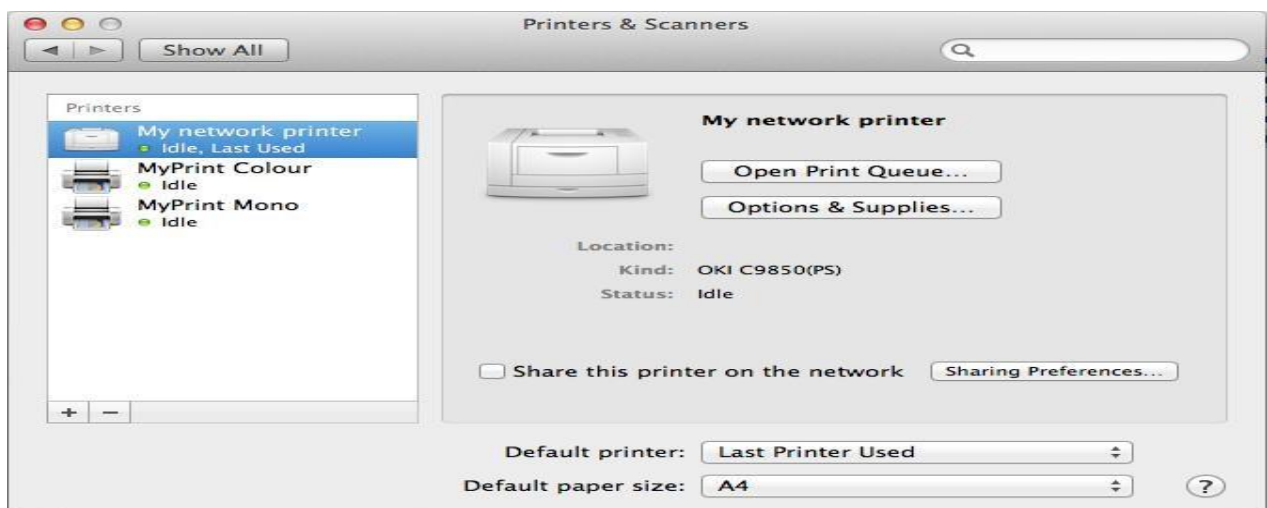


Printer setup on a Mac

How to setup network printers on a Mac

Process

- ****Install the printer's driver before attempting to add the printer****
- Login as an admin user and open System Preferences
- Click Printers & Scanners
- Note: MyPrint devices are usually deployed to the Macs using managed preferences, so these should be present already. If not, they can be added to a group by PM&D to enable this.
- Click the + symbol to start adding your printers
- Click the IP (world) logo
- In the Address field, type the IP address of the printer, such as 152.105.55.178 *. As you type the IP address, wait for the Mac to auto-select the correct driver.
- Leave Protocol as LPD (default)
- In the Queue, type one if necessary. Note: most printers don't need this, but MyPrint devices for example use "mono" or "colour" as the queue name.
- In the Name field, give the printer a friendly name as it will appear to the user.
- Specify a Location if you want to
- The Use field is for choosing the correct driver. Ensure the correct printer driver is installed prior to this.
- Click Add, then specify the printer's options.
- Once added correctly, the printer should appear in the list. You can make it the default by an alternate (right) click and choose Set default printer.



* Please note that the IP address of the printers can change so if the connection fails please contact the ITServices to clarify the address.