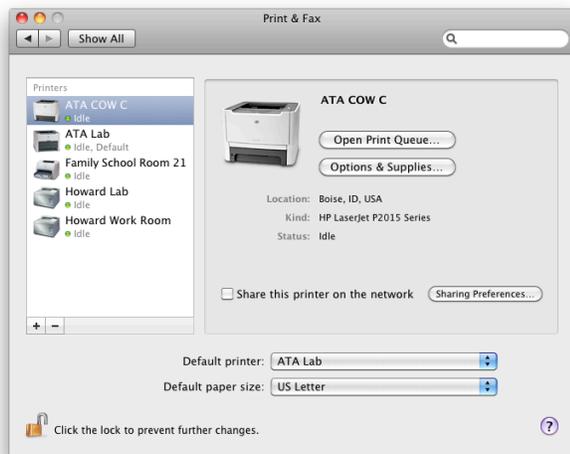




Mac OS X: Network Printers

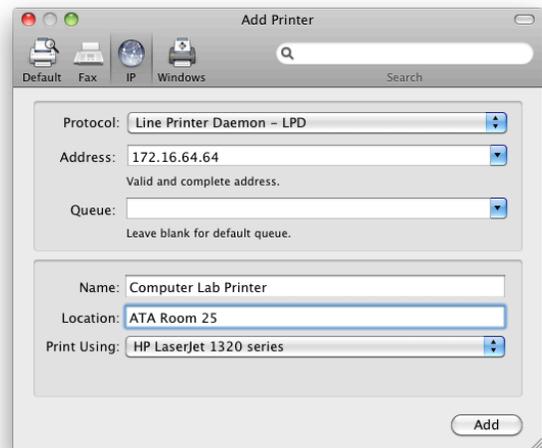
Adding Network Printers

1. If you will be using your computer on the wireless network, log in now by opening Safari or Firefox and entering your 4J username and password when prompted.
2. Click on the **Apple menu** in the upper left corner of your computer screen.
3. Click on **System Preferences....**
4. Click on **Print & Fax**. You should now see a window similar to the one pictured below.



5. Click the **+** (plus sign) button at the bottom of the printer list.
6. A new **Add Printer** window will appear. If the **IP** button at the top of this window is not already selected, click it now.
7. For most printers including most HP models, the **Protocol** menu should be set to **Line Printer Daemon - LPD**. This will rarely need to be changed to any other setting, except when using a few specific printer models.
8. In the **Address** line, enter the IP address of your printer. Do not enter the number in the illustration as it is just an example. Often your school's Technology Support Specialist may have the address physically labeled on the printer. If not, please check with the person who provides your technical support to obtain the correct IP address.
9. Leave the **Queue** field blank.
10. In the **Name** field, enter a name that will help you easily identify this printer in the future. Usually it should be named for the room where it is located, such as "Room 25" or "Computer Lab," for example.
11. You may optionally enter something in the **Location** field, such as the name of your school. However, this information is not readily visible and does not need to be filled in.

12. If you see the model number of your printer listed in the **Print Using** menu, then Mac OS X has already selected the appropriate printer driver. Click the **Add** button to finish.



13. If the **Print Using** menu has automatically been set to **Generic PostScript Printer**, this means that Mac OS X was unable to determine which model of printer you are adding. This may be because the printer has been turned off, or is not currently connected to the network. Click the **Print Using** menu, then:
 - Mac OS X v. 10.4: Find your printer in the menu.
 - Mac OS X v. 10.5: Click on **Select a driver to use....**
 - Mac OS X v. 10.6: Click on **Select Printer Software....**
 - If you are unable to locate the correct model, select **Generic PostScript Printer** and see if it works.

Deleting Network Printers

1. Click on the **Apple menu** in the upper left corner of your computer screen.
2. Click on **System Preferences....**
3. Click on **Print & Fax**.
4. Locate the unwanted printer in the list of printers, and click once on its name to highlight it.
5. Click the **-** (minus sign) button at the bottom of the list.

Troubleshooting Tips

- Double-check that the printer is on and cables are secure.
- Make sure you are logged in if using wireless.
- Check that the correct printer is selected every time.
- Watch for yellow or red warning lights on the printer.
- Check for a paper jam, empty paper tray, or empty toner.