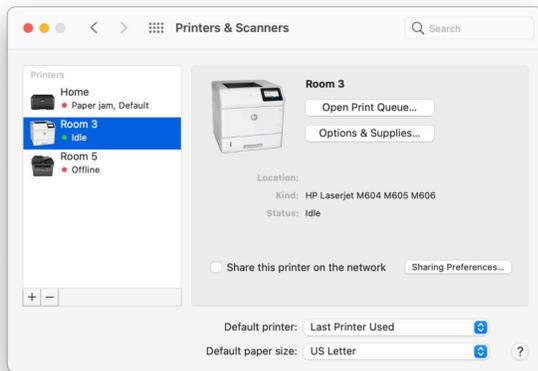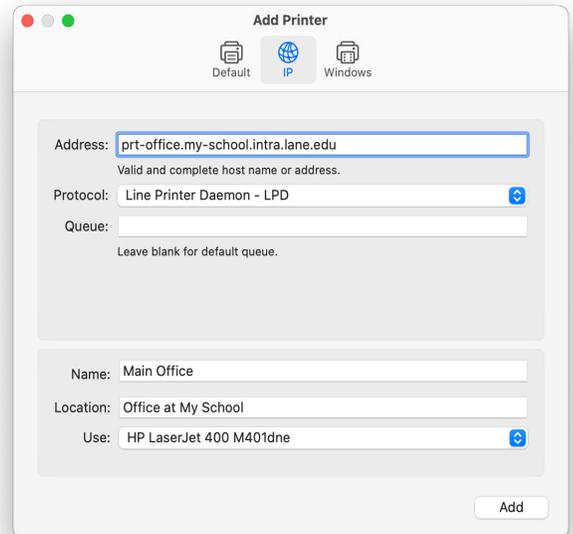# macOS: Network Printers

Adding Network Printers

1. Make sure you are logged into wireless or plugged into an Ethernet port.
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** or **Printers & Scanners** (wording varies by OS version.) You will see a window similar to the one below.

5. Click the **+** (plus) button at the bottom of the printer list.
6. A new **Add Printer** window will appear. In the toolbar at the top of the window, click the **IP** button or the globe icon (varies by OS version.)
7. For most printers the **Protocol** menu should be set to **Line Printer Daemon - LPD**. This rarely needs to be changed, except for a few uncommon printer models.
8. In the **Address** line, enter the name of your printer. This is a domain name that ends with **intra.lane.edu**. Do not enter the name in the illustration as it is just an example. Often the address is physically labeled on the printer. If not, please check with your Technology Support Specialist to obtain the correct 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. It can be anything you want, but usually it should be named for the room where it is located, such as "Room 25" or "Computer Lab".
11. You may optionally enter something in the **Location** field, such as the name of the school. However, this information is not normally visible and is not important to fill in.

12. If you see the model number of your printer listed in the **Print Using** menu, then your Mac 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 your Mac 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 click on **Select 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.