

How to Print in Mac OS X (for staff)



Created on: 14 Feb 2013

Illustrated using: Mac OS X 10.6

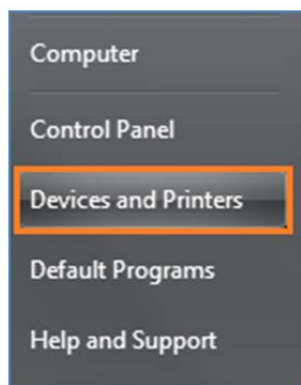
A. Introduction

This document shows the step by step instructions on how to set up the department network printer on your Macintosh.

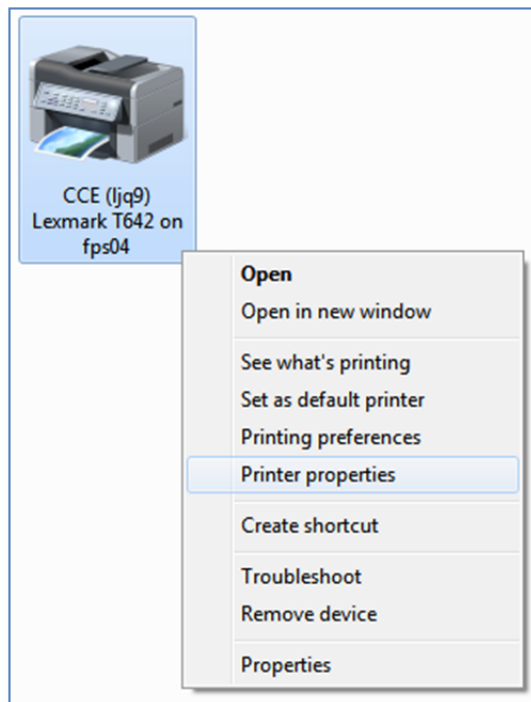
Firstly, you would need to know the IP address of your network printer.

B. Getting the IP address from your network printer

1. Find a Windows computer which already has the network printer installed.
2. From the Windows computer, go to **Start > Devices and Printers**.

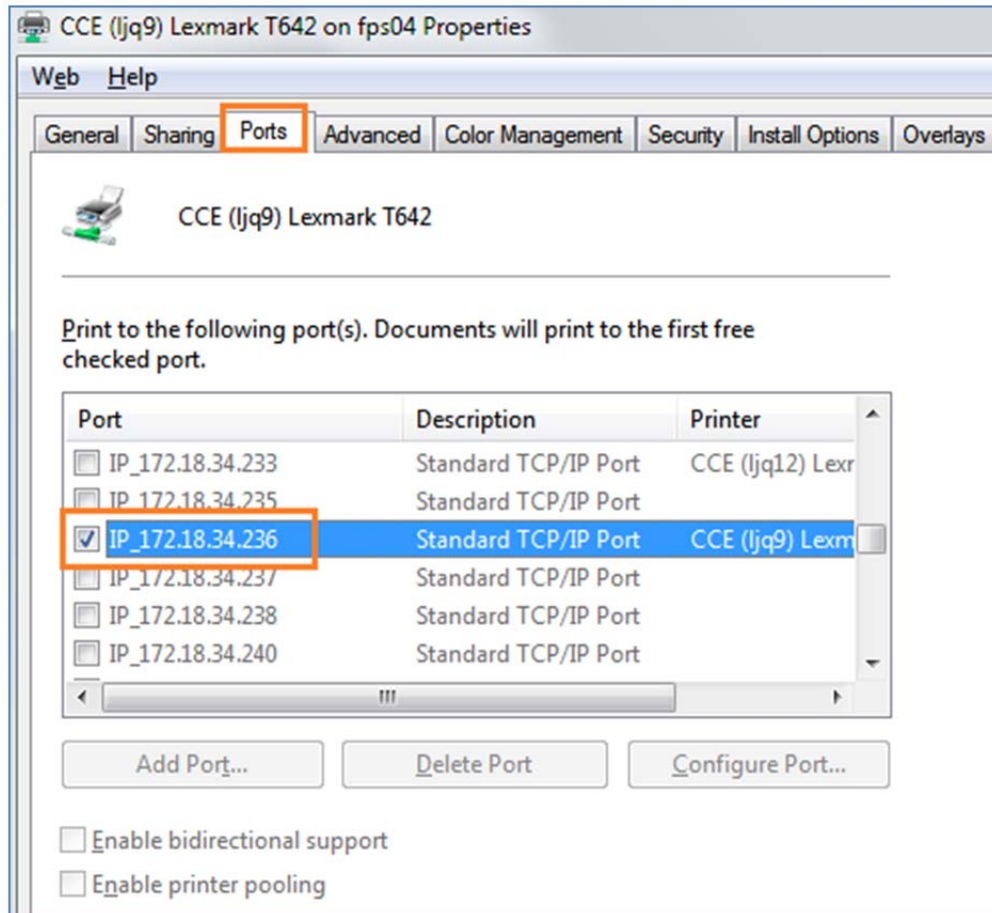


3. Right-click on the printer and select **Printer Properties**.



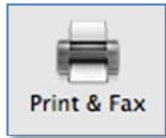
4. Click on the **Ports** tab and note down the IP address which has a tick in its check box.

In the below example, the IP address is 172.18.34.236.

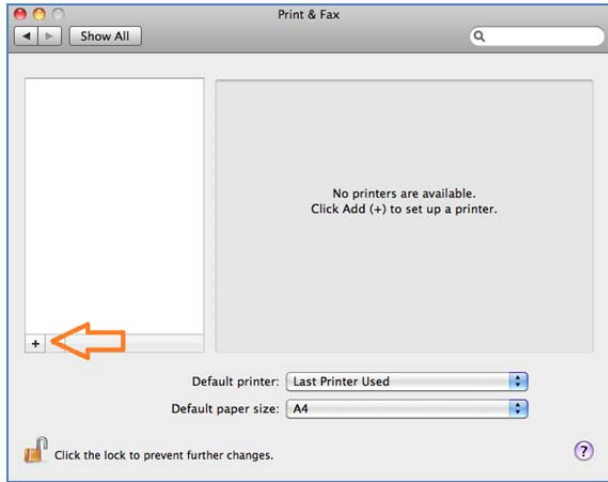


C. Setting up the network printer on your Macintosh

1. Click on the Apple icon > **System Preferences** > **Print & Fax** (or **Print & Scan**)



2. Click on the “+” to add a new printer.



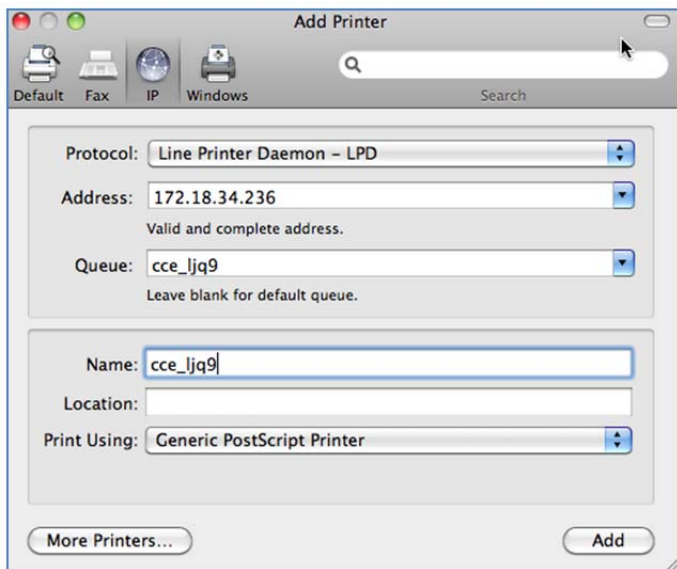
3. Enter the following settings...

Protocol: select **Line Printer Daemon – LPD**

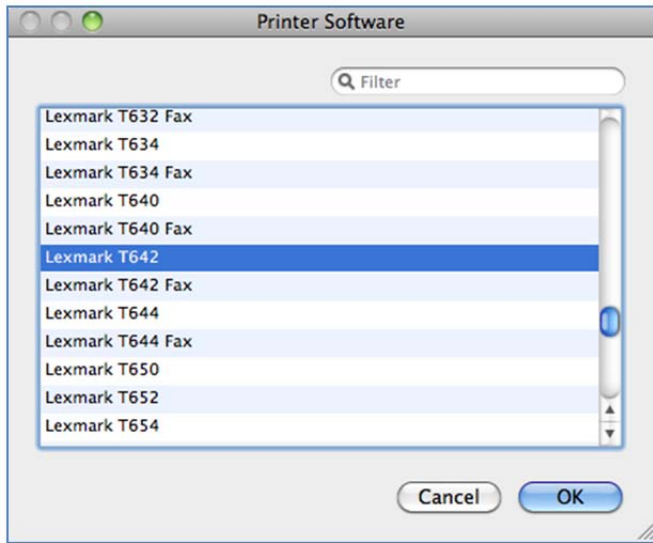
Address: enter the IP address of your network printer

Queue: enter the queue name of your network printer

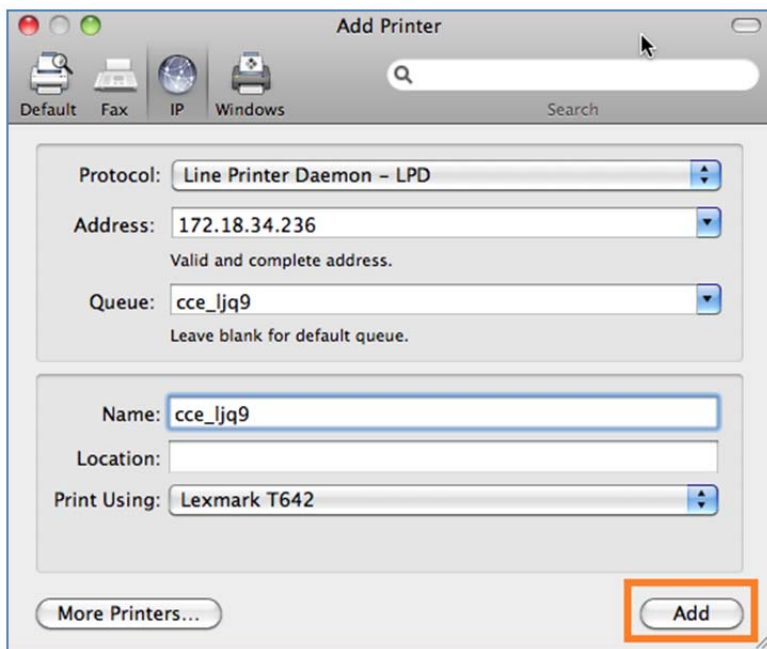
Name: give a name to your printer, or you can use back the queue name



Click on “Print Using” to select the specific printer driver. If there is no driver to be found, choose “Generic PostScript Printer”.

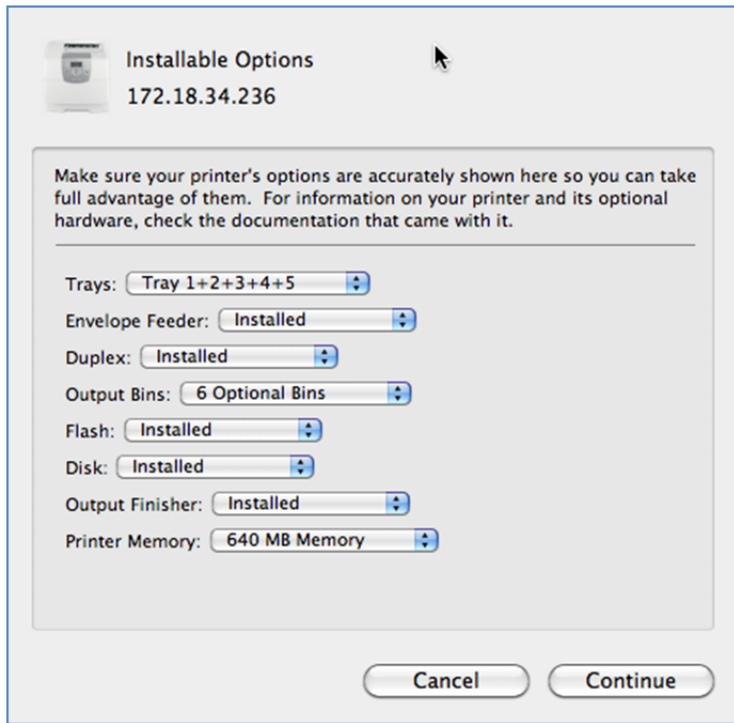


4. Click **Add**.



5. Change the installable options to your preference, such as duplex for double-sided printing.

Click **Continue**.



6. The printer is now added and ready for printing.

