

How to Print in Mac OS X (for student)



Created on: 14 Feb 2013

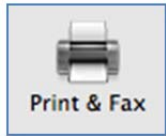
Illustrated using: Mac OS X 10.6

A. Introduction

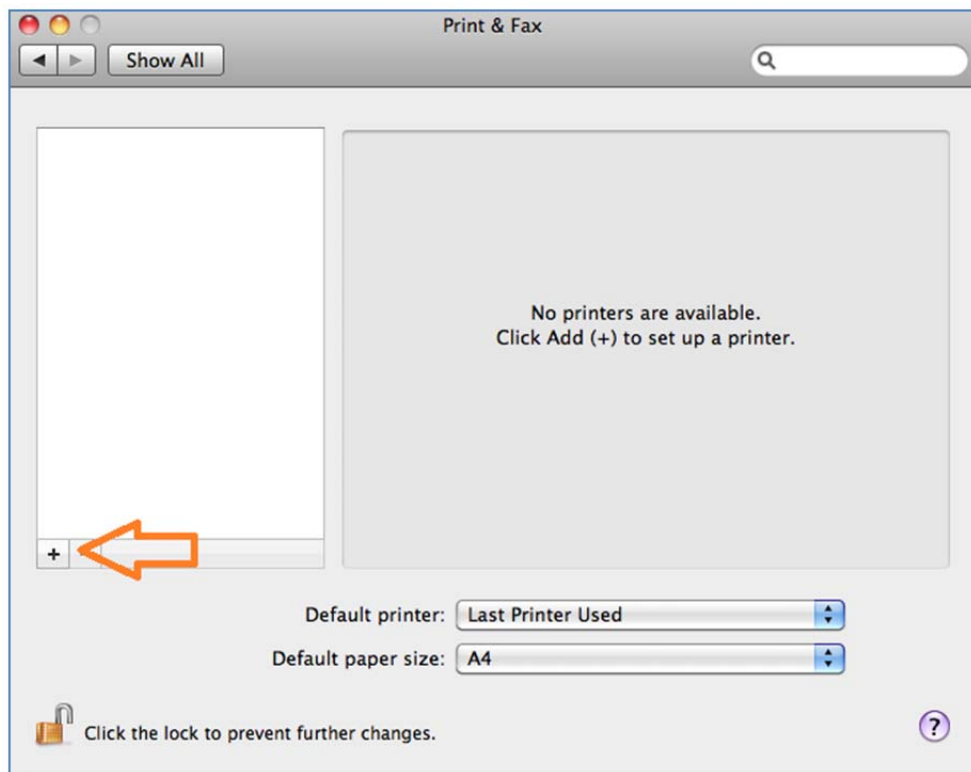
This document shows the step by step instructions on how to set up the network printer, located in the computer clusters, on your Macintosh.

B. 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/server name of your network printer

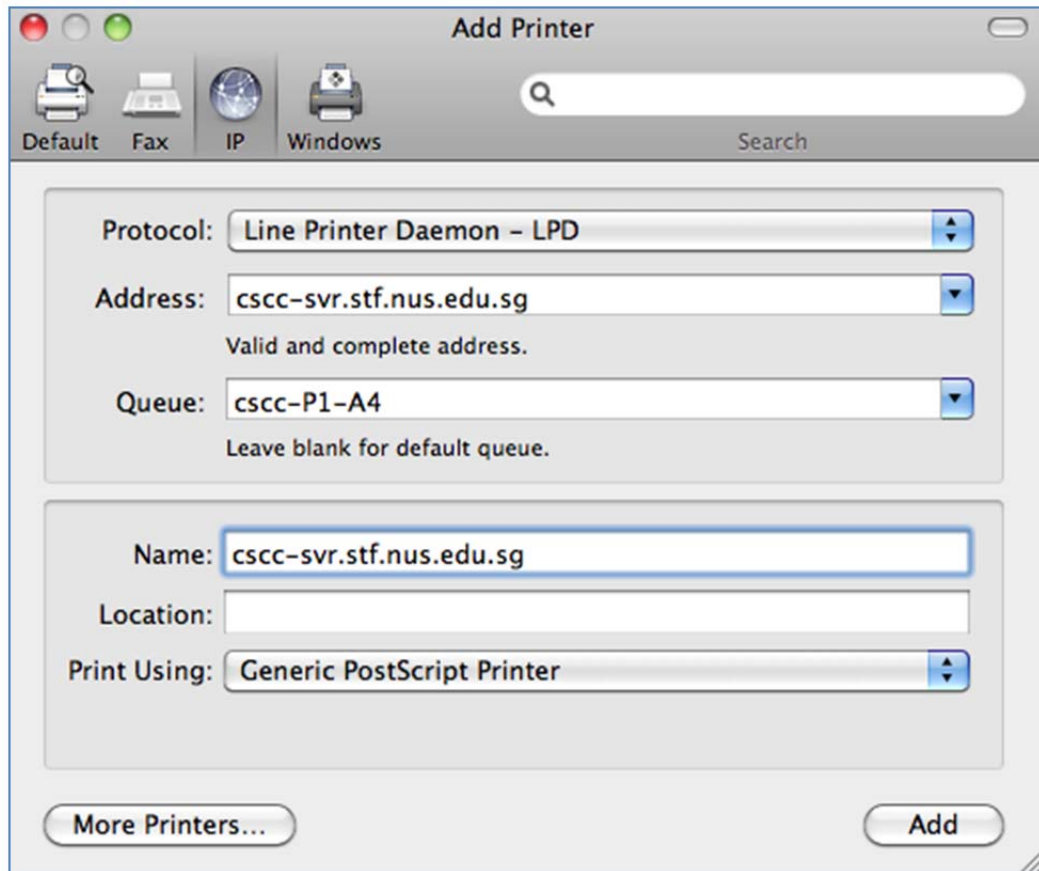
Location of the common computer clusters	Server address
Computer Centre Thinklab, PC Commons and Mac Commons at U-Town	cscs-svr.stf.nus.edu.sg
Yusof Ishak House and Central Library PC Clusters	172.18.37.210
Computer clusters in School of Design and Environment	sdeserver.stf.nus.edu.sg

Queue: enter the queue name of your network printer (check with the person managing the computer clusters for the printer queue names)

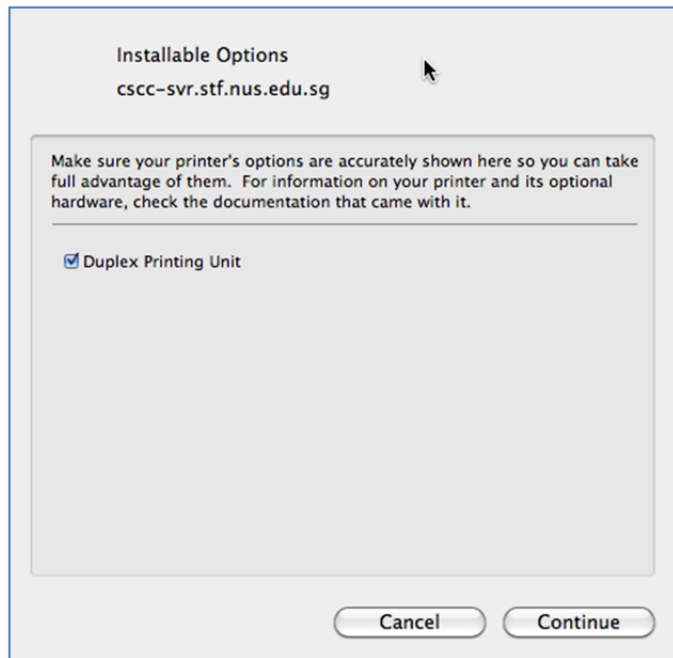
Name: give a name to your printer

Print Using: select **Generic PostScript Printer**.

Click **Add**



4. Tick on **Duplex Printing Unit** and click **Continue**.



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

