

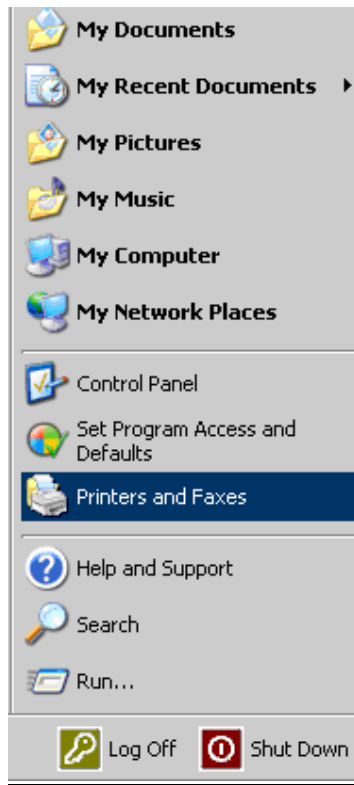


How to print in Mac OS 10.4 (For Staff)

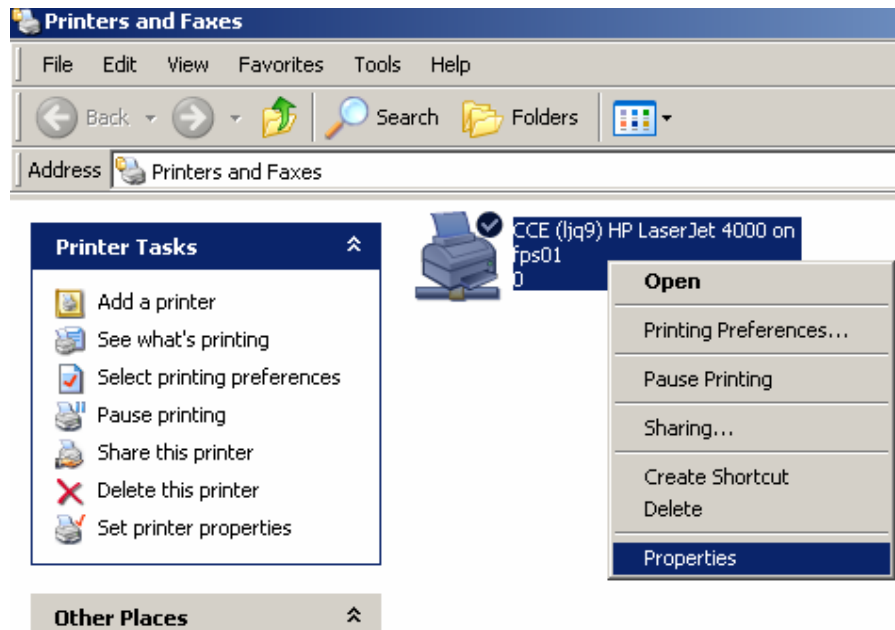
For Staff who prints using MAC, they have to find the IP address of the printer using a windows XP pc.

1) To find the printer IP address, use a pc with windows XP

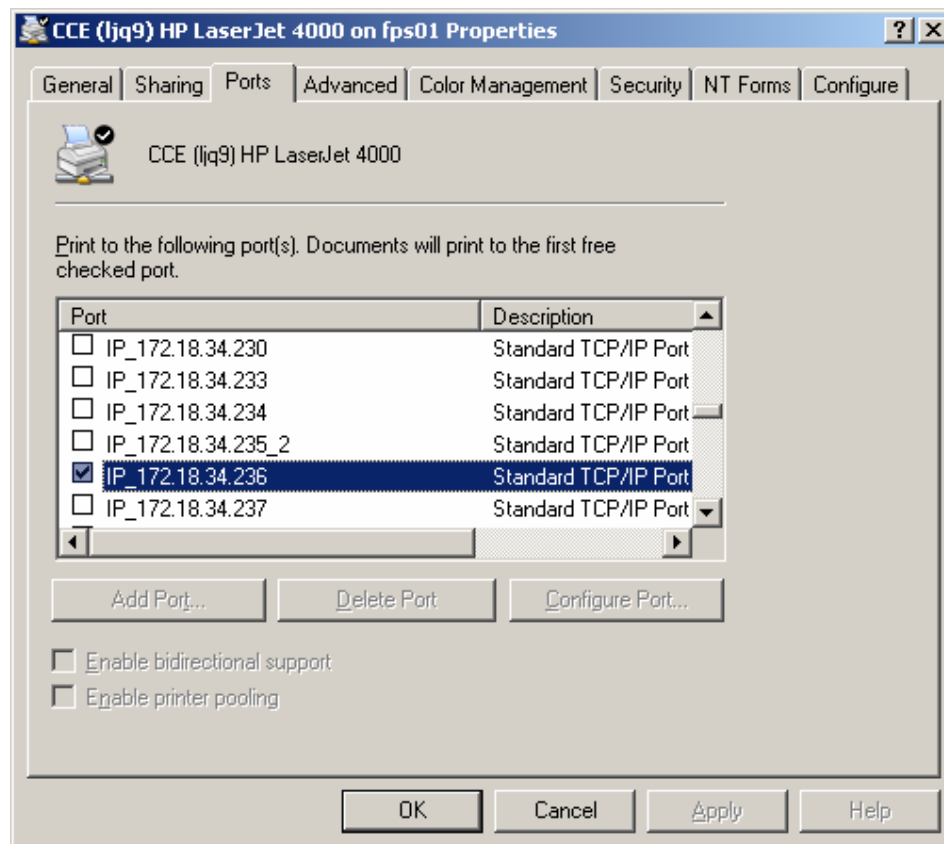
Click on **Start > printers and faxes**



2) Take note of the print Queue and printer model here and right click on the target printer and click on **Properties**



3) Click on **Ports** tab and note down the IP address reflected which has a tick in the check box ().



How to print in Mac OS10.4 (OS Tiger)

Please take note:

For Staff using the older version of Macintosh (e.g. 10.3 and 10.2), the interface will be different but the steps are similar.

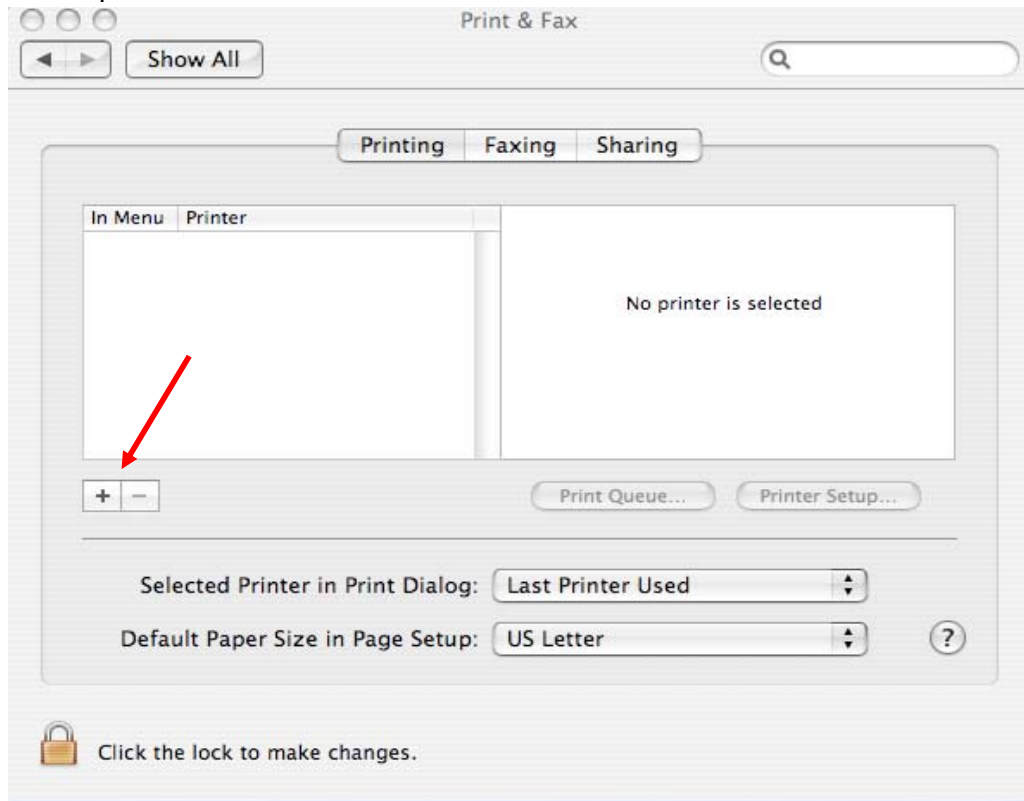
Step 1 Go to **System Preference**



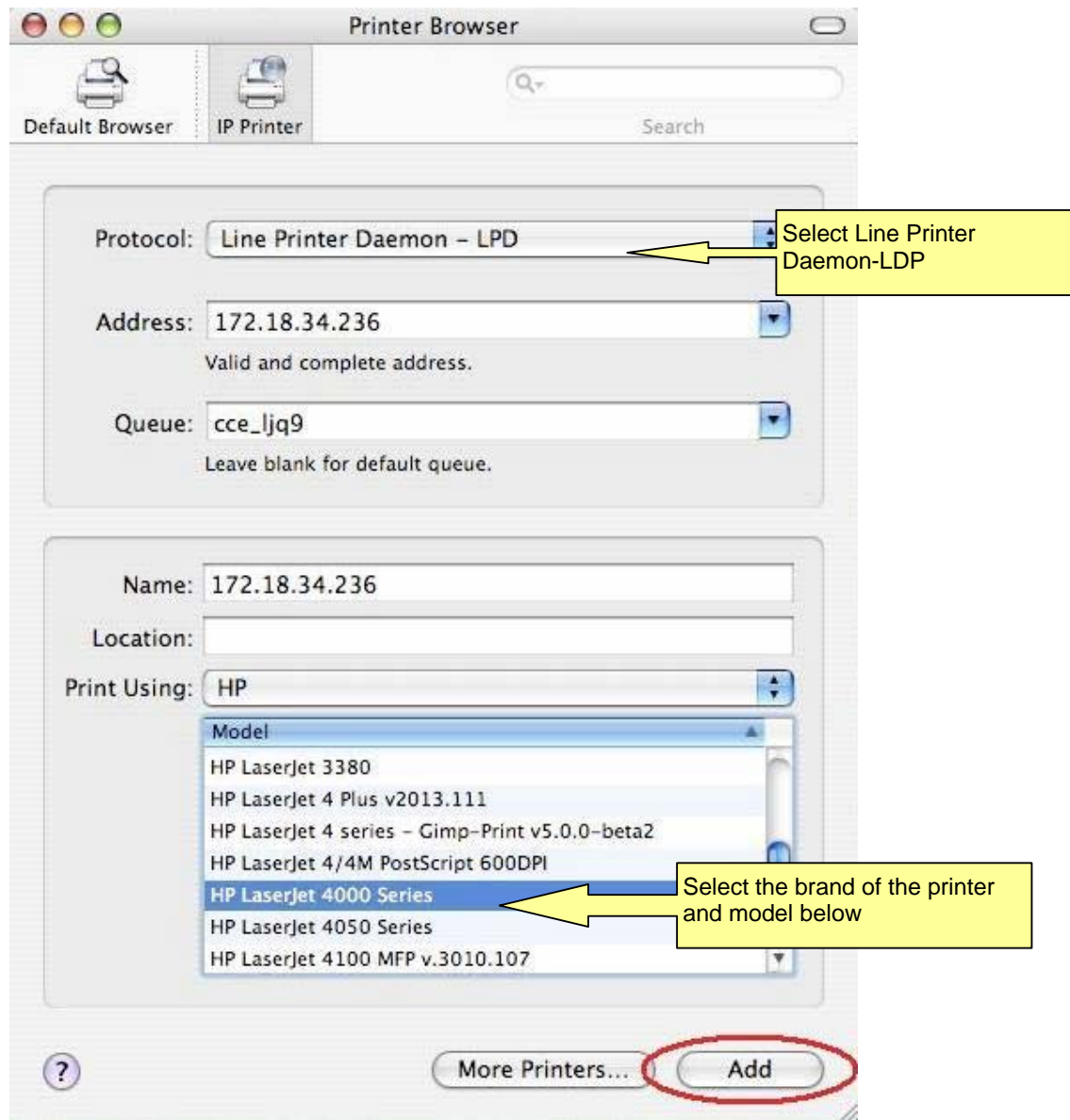
Step 2 Select **Print and Fax**



Step 3 Click on the “+” sign to add new printer

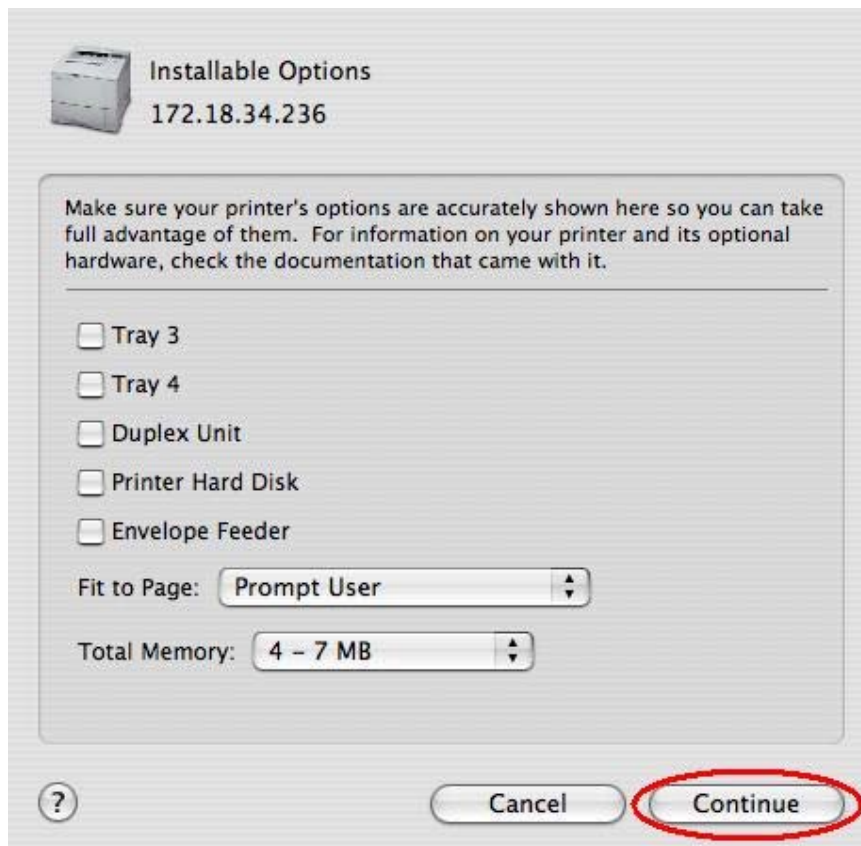


Step 4 Printer Setup

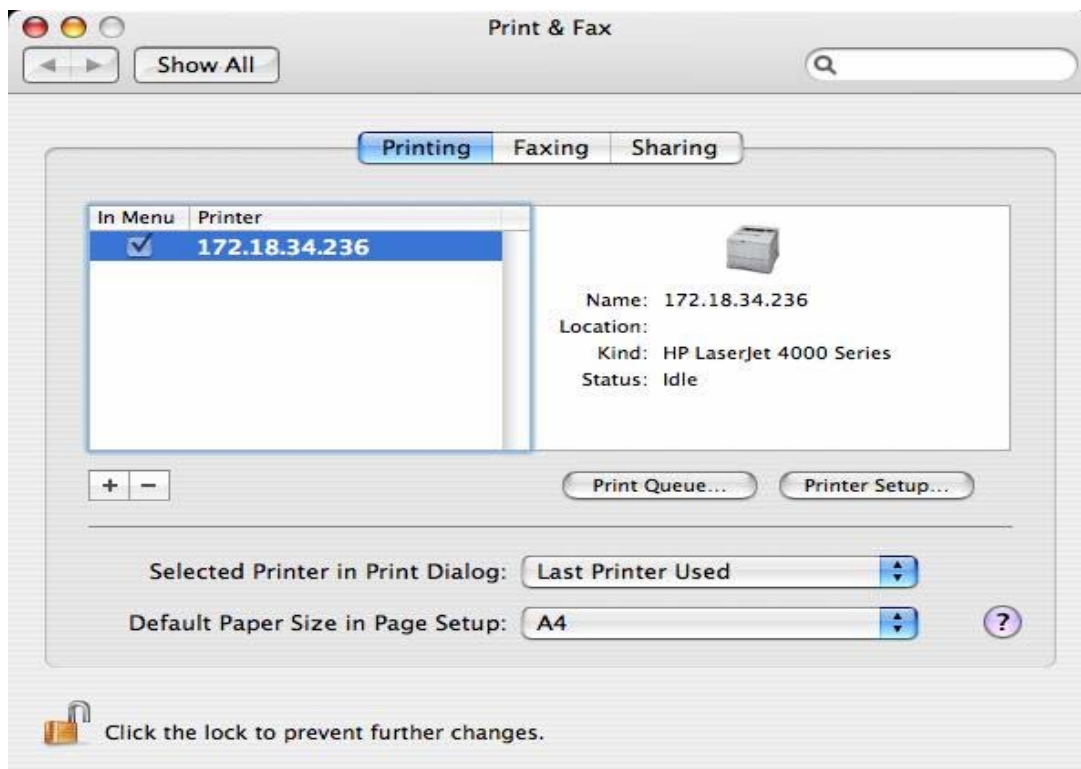


- a) For protocol, select **LPD**
- b) Enter the IP address for the target printer (IP address found on win XP).
- c) Type in the queue at the box for "**Queue**", for e.g. **cce_ljq9**.
- d) Select the printer brand and model. (Select the same model you saw in Windows XP earlier)
Click "**ADD**"

Step 5 Click **Continue** if this window appears. (Different printer will have different “installable options”.)



Step 6 Close the window below and try to print.



Trouble Shooting Guide.

1. Ensure that all settings shown above are followed closely
2. Make sure you have your airport turned on
3. To be able to print to these printers you have to be on NUS network. If you are trying to print from McDonalds for example, it will not work.
4. Please check the print Queue to see if your document is there. Check also if the printer is out of paper or if there are paper Jam in the printer.
5. If printing fails, try to print to another printer.
6. If printing still fails, try to print on a Windows machine.
7. If printing is unsuccessful on Windows machine also, please let the person in charge at the PC cluster know.
8. If printing is possible on a windows machine, please contact NUS ITCARE at 6874 2080 for further assistance.