

## Instructions for adding printers for Mac OS X 10.6 ONLY

- 1) Open System Preferences
- 2) Click "Print & Fax" (under the "Hardware" heading)
- 3) Click the lock at the bottom left corner, and enter your administrator credentials.
- 4) Click the '+' at the bottom of the "Printers" list
- 5) In the "Add Printer" window, click on the "IP" tab... (screenshot below)
  - 1) Set "Protocol" to "Line Printer Daemon - LPD"
  - 2) For the "Address" and "Queue" options, you will need link to <http://it.worcester.edu> and select "Contact Us & Available Printers" [right side list]
  - 3) Set "Address" to the **print server name** of the printer you want to add [wscprint3 for on-campus; wscfileprint for Worcester Craft Center]
  - 4) Set "Queue" to the **print queue name** of the printer you want to add [see list mentioned in #2 above].
  - 5) "Name" can be set to whatever you wish to distinguish this printer as on your Mac.
  - 6) "Location" can be set to the physical location of the printer (ex. "LRC310 Computer Lab")
  - 7) "Print Using:" can usually be set to "Generic PostScript Printer" for most campus public printers. If this does not work you will have to install the correct Mac driver for the printer from the printer manufacturer's support website, and then choose that from the "Select Printer Software..." option.

