

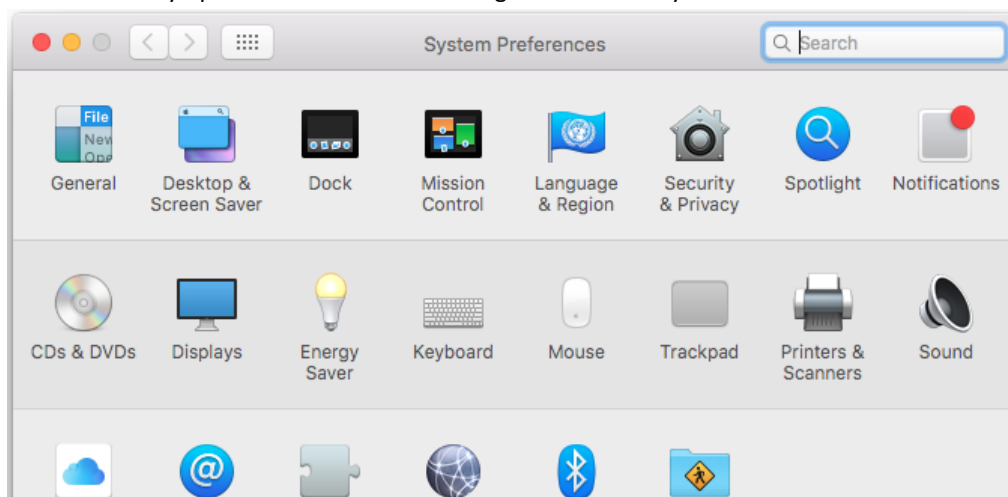
This guide provides instruction on how to install a network printer on a Macintosh University computer. These instructions are for OS X 10.9 (Mavericks) through OS 10.11.3 (El Capitan). Other versions of OS X may vary slightly.

## INSTALLING A NETWORK PRINTER

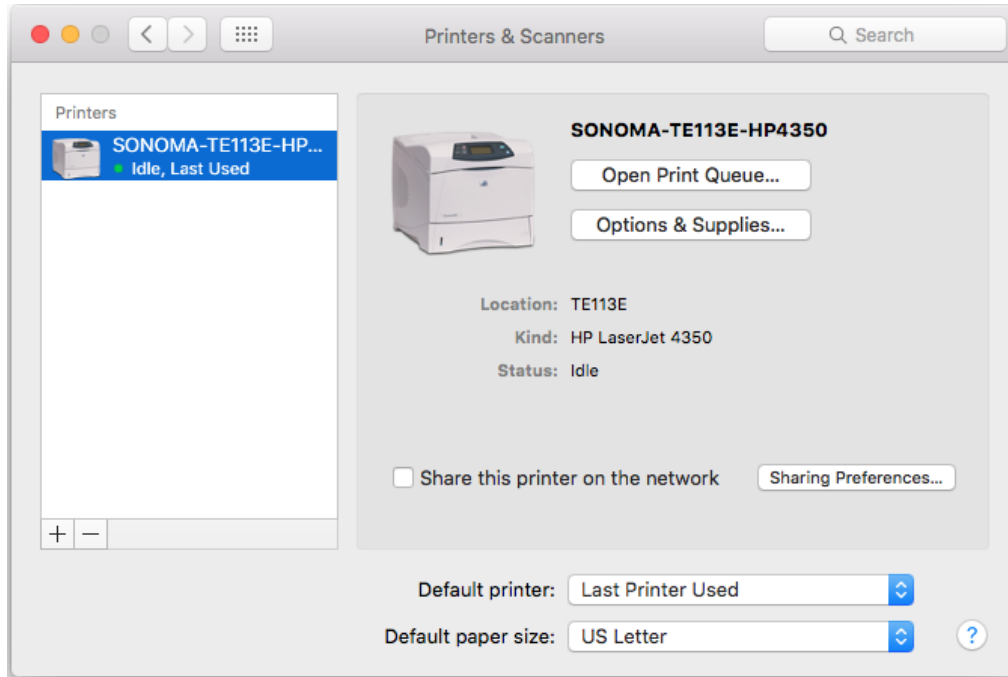
- Open System Preferences by clicking the icon on the Dock or by clicking the Apple menu, and choosing System Preferences.



- Choose Printers and Scanners in the second row of icons. If you do not see a row of icons, you may have a preference window already open. Click Show All to the right of the < > keys.

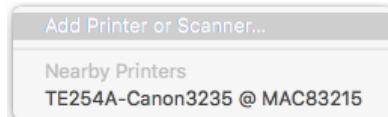


- Below the printer list on the left side pane, click the plus (+) symbol.



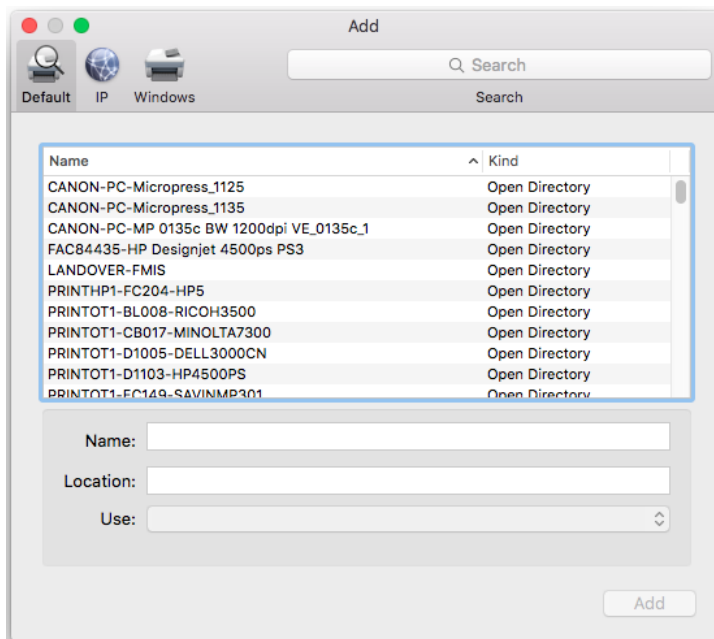
- Note: You should know the Make and Model of the printer you are connecting to at this point prior to proceeding.

- Select Add Printer or Scanner... if prompted.

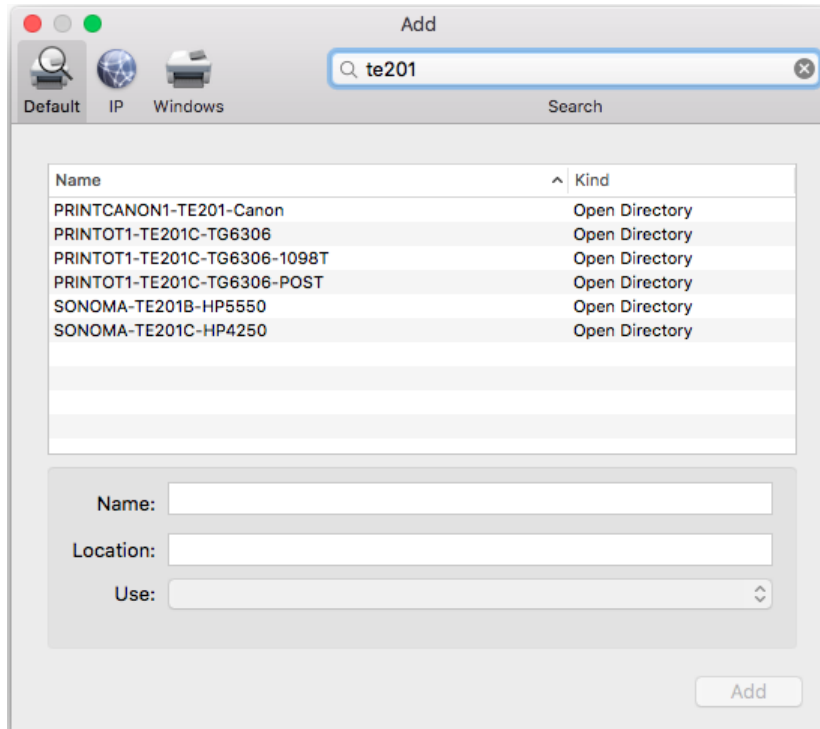


- In the Default tab, select the printer you want to install.

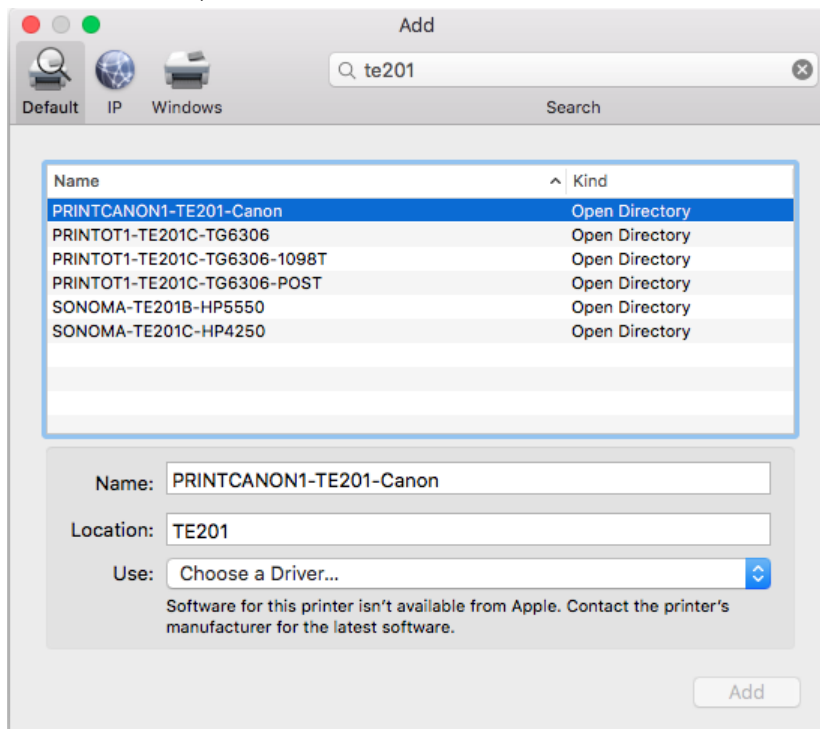
- To narrow the list, type the building and room number (with no spaces) of the room the printer is located in the search field in the upper right corner. For example, to install a printer located in TE 201, type TE201 in the search field.



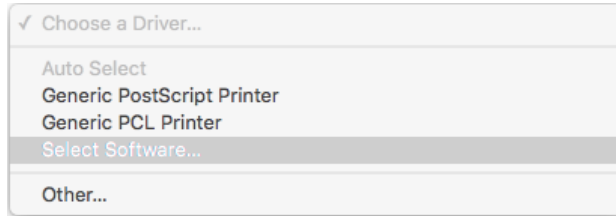
- When you select the printer, the Name and Location fields will fill automatically.



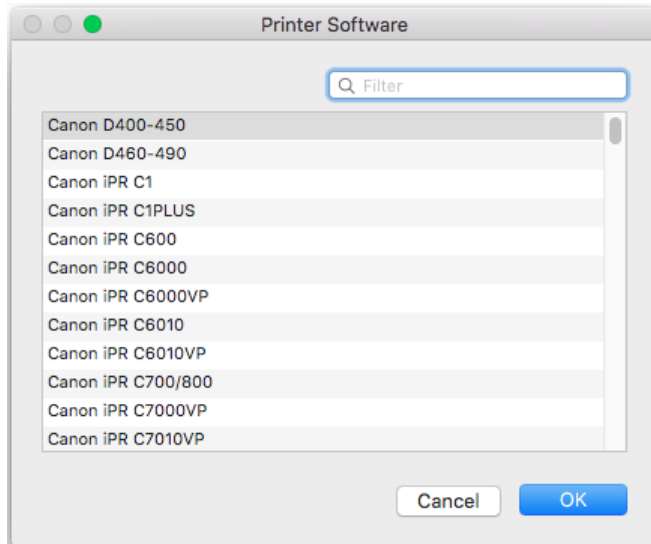
- In the Use section, click Choose a Driver...



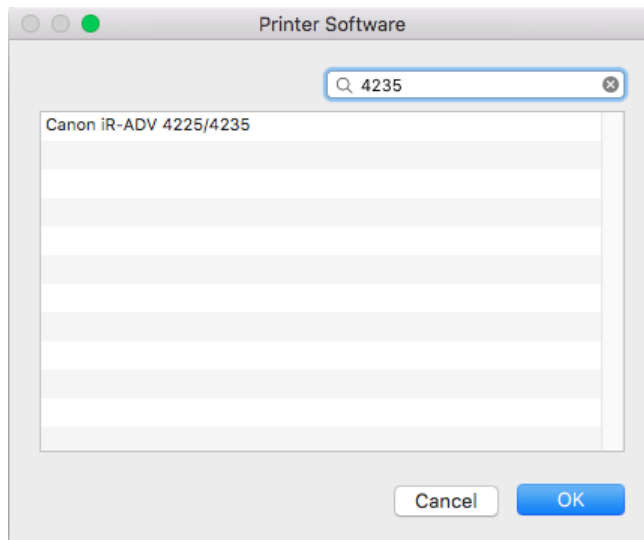
- Choose Select Software... from the drop-down menu.



- Select the software for the Make and Model of your printer. That should be listed in the name field (*SERVER-ROOM#-MODEL*). For example, PRINTCANON1-TE201-CANON would indicate a Canon printer located in TE 201.

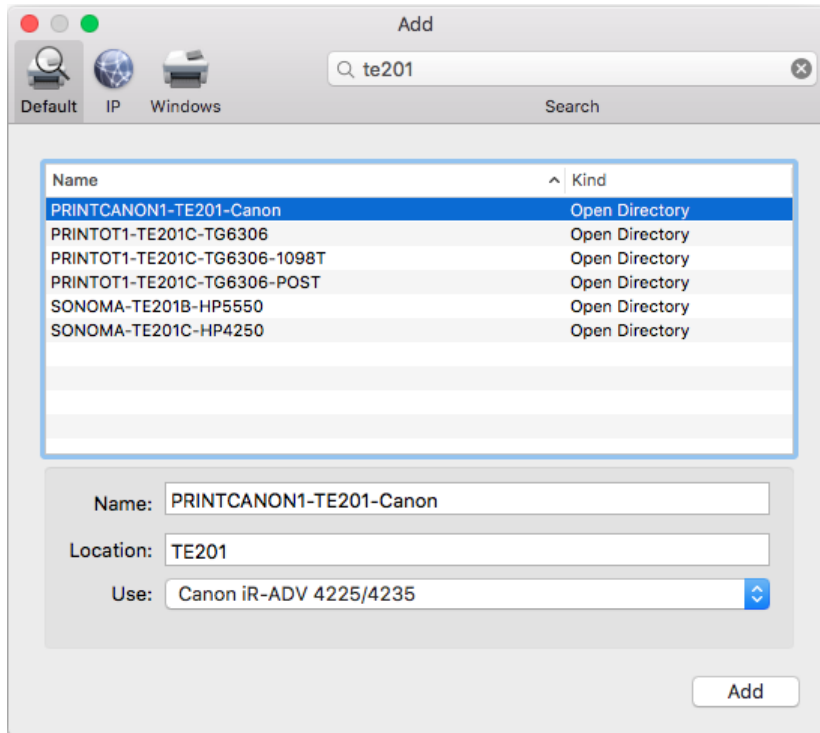


- To narrow the list, type the model number in the search field in the upper right corner. For example, for a Canon 4235, type 4235 in the search field. Note, for the Canon Multi-function devices, you will need to know the model of the Canon for this step.

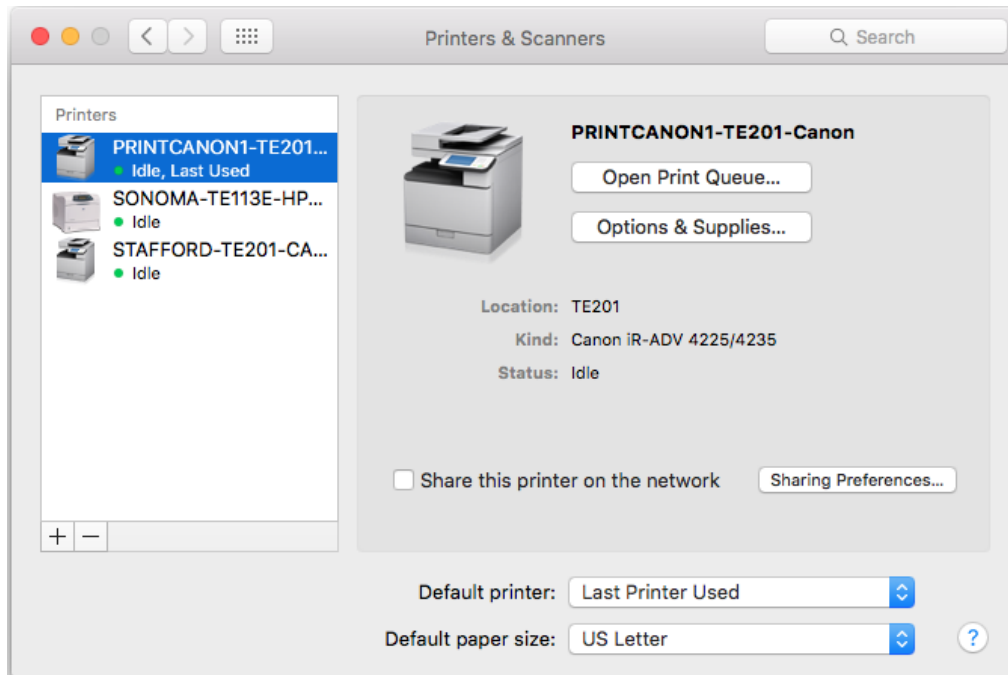


- Click OK in the Printer Software dialog box.

- Click Add.



- The printer will install and will appear in your list of printers in the Printers & Scanners preferences.



- If you wish to set the printer you just added as the default printer, you can select it from the Default Printer drop-down list.



Otherwise, you can close out the Printers & Scanners window.