Mapping a printer on a Mac

To map a printer on your personal Mac, follow these steps. Before beginning, be sure you're connected to the LMU_OpenAccess wireless network. (Note - the screenshots below were taken from OSX 10.8.5, so your screens may look a little different)

1. Click on the Apple Menu, then click System Preferences

	Finder	File	Edit	View	Go	Window	Help
Ał Sc Ap	oout This oftware Up op Store	Mac odate					
Sy	stem Pref	erence	es				
D	ock				•		
Re	ecent Item	S			•		
Fo	orce Quit I	inder		ን የ በ	#છ		
Sle Re Sh	eep estart 1ut Down.						

2. In the System Preferences menu, open Print and Scan

	Show All		System F	Preferences		Q	
Personal							
General	Desktop & Screen Saver	Dock	Mission Control	Language & Text	Security & Privacy	Spotlight	Notifications
Hardware							
6		Ş					2
CDs & DVDs	Displays	Energy Saver	Keyboard	Mouse	Trackpad	Print & Scan	Sound
Internet &	Wireless						
iCloud	@ Mail, Contacts & Calendars	Network	Bluetooth	Sharing			
System							
11	<u>*</u> *		(\circ)	9	۲		2
Users & Groups	Parental Controls	Date & Time	Software Update	Dictation & Speech	Time Machine	Accessibility	Startup Disk

 Click the + sign to add a new printer. If the lock at the bottom is closed, you may have to click it to enable changes



4. If the Advanced button does not exist on the tool bar, you will need to add it. To add the Advanced button, move the mouse over to the tool bar and press the Control key while pressing the mouse button/track pad. This should bring up a menu, please select the option for Customize Toolbar.

efault Fax	IP Windows	 ✓ Icon and Text Icon Only Text Only Hide Toolbar Use Small Size 		Multifunction
FormFusion HP Designiet Z3	200ps 24in Photo []	Customize Toolba	ar	Shared
HP Deskjet 3050 HP LaserJet P300 HP LaserJet P400 HP Officejet 463	0 J610 series @ Mich 05 (229BA7) 15 (1B4341) 10 series (C5A199)	ael's MacBook Air	Bonjour Bonjour Bonjour Bonjour	Shared Multifunction
HP OfficeJet Pro HP Officejet Pro IS Mac Printer	8710 [BB3234] X576dw MFP [EB315	50]	Bonjour Bonjour Bonjour	Multifunction Multifunction
Name:	No Selection			
Location:	No Selection			
Use				Å T

Adding the **Advanced** button is a simple matter of dragging

the Advanced gear icon, from the selection menu to the tool bar.

		9		Q		*····
Windows Advanced	IP	Default	Fax	Search	Space	Flexible Space
or drag the defau	lt set into t	he tool	oar.		konjour konjour	
Default Fax IP	Windows	0 1783 1 640			Search	function function
15 Mar Printer					lonjour -	

Once you have added the button to the tool bar, go ahead and press the **Done** button.

Go ahead and click the Advanced button. The busy icon will pop up for a minute, or so, and then you will be given a dialog box. Click on the Type pull down menu and choose Windows from the selection.

	2 203 Q				
Default Fax I	P Windows Advanced Search				
Type:	Windows printer via spoolss	\$			
Device:	Another Device				
URL:	smb://				
Name:					
Location:					
Use:	Choose a Driver or Printer Model				

Under the option for URL enter the following: smb://papercut.lmunet.edu/printername For example, adding a printer at DCOM Harrogate smb://papercut.lmunet.edu/MFP240

The Following are a list of student available printers and locations.

Corbin: MFP005CBN: Corbin Computer Lab

CVM: MFP091 Second Floor Lounge

DVTC:

MFP221: DVTC-SA Student Lounge

Main Harrogate Campus Printers:

DCOM Building

MFP204: 2nd floor student lounge color printer/copier/fax MFP240: 2nd floor student lounge color printer/copier/fax P065: 2nd floor student lounge printer P139: 4th floor student workroom

Math and Science Building

MFP189: MANS 425

Business Education Building MFP054: BE 209

Library

MFP074: 1st Floor Hallway P012: 1st Floor Computer Lab MFP044: 2nd Floor Medical Library

Duncan School of Law

MFP016DSOL: 1st Floor Library P027DSOL: 2nd Floor Outside the Study Rooms MFP015DSOL: 3rd Floor Student Work Area

Cedar Bluff Campus

MFP006CB: Room 187

DCOMK Campus

MFP003PS Dining Hall MFP004PS Next to Lecture Hall 2 MFP015PS Next to Lecture Hall 4 MFP017PS Library MFP026PS Building 2 Workroom 291

SMEC Campus

MFP002SMEC 1st Floor Computer Lab

 Next, select the appropriate printer driver from the Print Using menu. For most printers, the Generic Postscript Driver should be sufficient. Choose Duplex Printing Unit and then click OK.

	Setting up 'PRINTERNAME'
	Make sure your printer's options are accurately shown here so you can take full advantage of them.
🗆 Duplex F	Printing Unit
	Cancel OK

7. The first time you print, you will be presented with a dialog box to enter your name and password. Be sure to enter your account name without the '@Imunet.edu', then enter your account password (the same password you use to connect to MyLMU) Be sure to select "Remember this password in my keychain" or you'll have to retype your password frequently.

Enter your name and password for the printer "PRINTERNAME".					
Name:	firstname.lastname				
Password:	••••••				
Remember this password in my keychain					
	Cancel OK				

If you have any issues adding a printer please call us at the LMU Helpdesk 423-869-7411 or please email us at <u>helpdesk@lmunet.edu</u>.