



Office of Information Technology
IT Service Operations

Setting up a Mac to Print to a Department/Office Networked Printer

Does the printer have print accounting on OR Does it require a department code to make a copy?

Yes - Contact the Service Desk (IT Tech needs to set up printer)

No - proceed with the instructions below

Step One: Determine the IP address of the printer

1. Visit the printer
2. Find the Active Directory (AD) Printer sticker
3. Locate the IP Address of the Printer (see image)

Step Two: Set up the printer on your Mac

1. Click the Apple icon
2. Select System Preferences
3. Select Printers and Scanners
4. Click the + sign
5. Select the IP tab
6. In the Address: field type the IP address

Optional: In the Name: field, enter a printer nickname

Note: If the printer model does not appear in the use: field or user experiences an error indicating the software cannot be found. User may click on drop down menu and select software scroll to appropriate model and click OK.

7. Click Add
8. You may be prompted to verify printer options regarding paper trays, memory, etc.
9. Click OK
10. If you wish to set this as your default printer select it from the drop down

Step Three: Print

1. File, Print
2. Select appropriate printer and click Print

