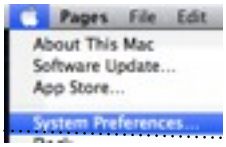
Dept. of Educational Technology

How to Add a Printer



1. From the **Apple** menu choose **System Preferences**.
2. From the **Hardware** row choose **Print & Scan**.
3. If the lower left padlock is locked, click it and enter an administrator name and password to unlock it.
4. Click the "+" (plus) icon at the bottom of the "Printers" pane to open the "Add Other Printer" window.
5. If the printer does not appear when you have the "Default" icon selected, click "IP" on the toolbar.

6. IP printers have three printing protocols to choose from. Select the appropriate option for your printer.
   - HP Jetdirect – Socket: HP and many other printer manufactures use this protocol.
   - Internet Printing Protocol – IPP: Modern printers and printer servers use this protocol.
   - Line Printer Daemon – LPD: Earlier printers and printer servers may use this protocol.
7. **Note**: If you pick a protocol other than HP Jetdirect, you will not be able to gather printer info. You will have to manually select the PPD and installable options.
8. Click the "Address:" field and enter the IP address of your printer. When your Mac can communicate with your IP-capable printer you will see the message "Valid and complete address." below the "Address:" field. If the message is "Invalid or incomplete address.", make sure the IP address is properly entered and that it is the IP address configured on the printer. Once your Mac can establish the IP connection to your printer it will display "Gathering printer information…" and set up the proper printer driver in the "Print Using:" field.
9. If step 8 "Gathering printer information…" stage was successful in selecting the printer driver, click "Add" to create your printer queue (in which case you are done and do not need to use the following steps).
10. If step 8 "Gathering printer information…" stage was **not** successful in selecting the printer driver, select "Select Printer Software…" from the "Print Using:" pop-up menu. Choose the printer model for your IP Printer and click OK. Click "Add" to create your printer queue.
    Tip: Enter the model of printer in the "Printer Software" search field to quickly find the printer software to select.*

*If the model of printer is not listed but your printer is a PostScript printer or PCL Laser printer, try the "Generic PostScript" or "PCL Laser printer" drivers. Generic printer drivers may not let you access all the features of your printer.

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