

Macintosh OS X 10.2 Printer Setup Instructions

Note: These instructions are for Macintoshes running OS X 10.2, a.k.a. Jaguar. If your computer is running OS X 10.3 (Panther), please follow the OS X 10.2 instructions.

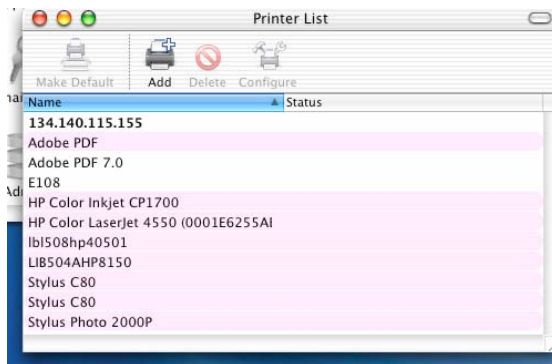
To determine what operating system your Macintosh is running, go to the **Apple** menu at the top left of your monitor, and choose **About this Mac**.

Before you start, you need to know the name of the printer you want to print to. To obtain the printer name, check with someone else nearby who uses the printer, force the printer to print a “test” page, or call the Help Desk (617-521-2222).

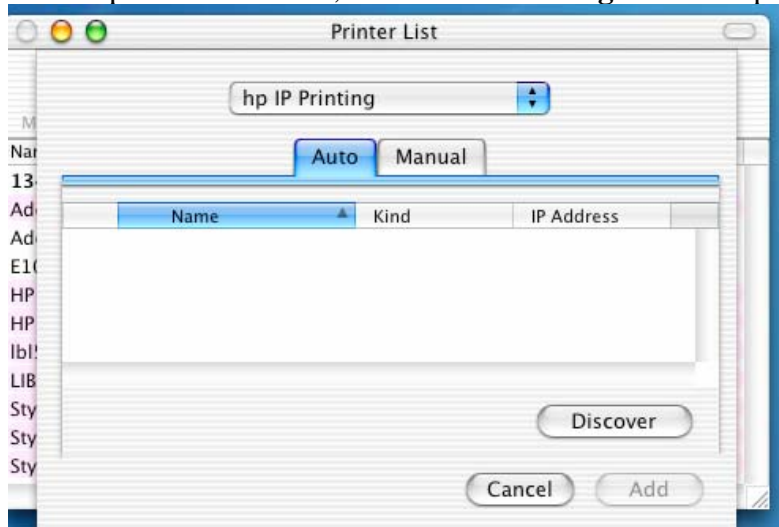
1. Log in to the Macintosh computer.
2. Open the Print Center:
 - a. Open the **Applications** folder
 - b. Open the **Utilities** folder
 - c. Double click **Print Center**



3. The Printer List appears, showing the list of printers to which your computer is currently configured to print. On the toolbar, click **Add**.



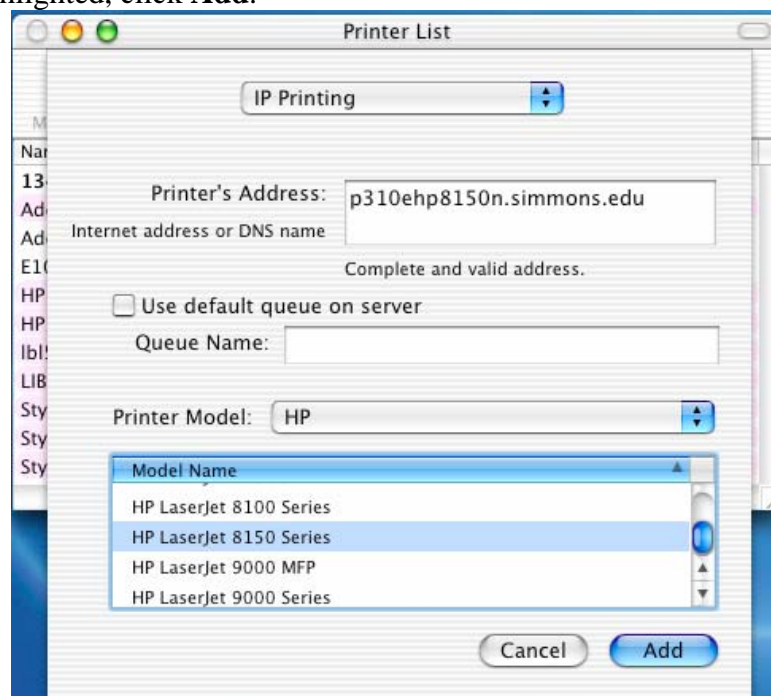
4. From the top down-down list, choose “**IP Printing**” and the options will change.



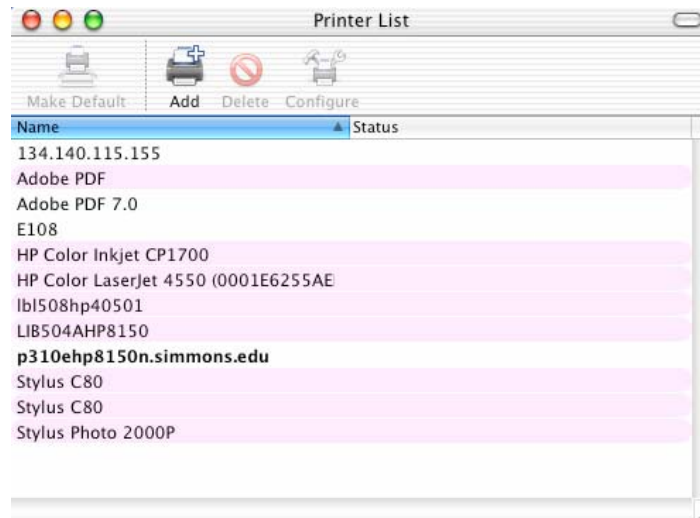
5. Make these selections in this dialog box:
 - a. For Printer's Address, type the **name of your printer**. This name has to be the printer's "DNS" name, which may be slightly different from the name Windows users see.
 - b. After you enter the printer's name, look directly underneath the field. You should see "Complete and valid address." If you do not see this text, please double check that you entered the correct printer address. For assistance, call the Help Desk (617-521-2222).
 - c. For "Printer Model," select the correct **printer manufacturer** from the drop-down list. Most printers at Simmons are "HP."



6. After you choose the printer model, a long list of model names will appear. Click to select the **correct model of your printer** (this may take a fair amount of scrolling!). Once your printer's model name is highlighted, click **Add**.



7. After a few moments, the Printer List window appears again. Do not be concerned if the list now has fewer icons and column headings than it did before. Make sure the printer you just added appears in bold. If it is not bold, click on it once to highlight it, and from the toolbar, click **Make Default**.



8. Quit the Print Center by going to the **Print Center** menu, and choosing **Quit**.
9. Print a document to test that you can print to the newly configured printer.