Mac OS X: How to add a network printer

The setup procedure is for Mac OS

- Mac OS X v10.5 (Leopard)
- Mac OS X v10.6 (Snow Leopard)
- Mac OS X v10.7 (Lion)
- OS X v10.8 (Mountain Lion)
- OS X v10.9 (Mavericks)
- OS X v10.10 (Yosemite)
- OS X v10.11 (El Capitan)

A. To add network printer to your printer list

1. Choose "System Preferences..." from the Apple menu.

2. Choose "Printers & Scanners" (or "Print & Fax") from the System Preferences menu.
3. Click the button to add a printer.

4. Press the Ctrl key while clicking the icon (or any other icon on the toolbar), then choose Customize Toolbar... from the contextual menu that appears.
5. Drag the icon to the toolbar. Click

6. Click the icon that was added to the toolbar.
7. Choose **Windows** from the [**Type**] field pull-down menu.

In the [Add] box, type the printer queue name. ie. smb://server_name/{queue_name}

**please refer to last page of the list of respective vendor's printer queues

In the [**Name**] & [**Location**] field, type the printer name and location you would like to use for this printer in Mac OS X.

Choose **Generic PostScript Printer** as printer driver from the [**Print Using**] pull-down menu.

Click

8. **✓** the box for “Duplex Printing Unit” and click OK

9. Repeat the above steps if you want to add more printers.

10. All printer queues will appear as shown

---

**Note:** You only need to perform the above steps once for each print queue and also ensure that you have connected to the NTU Wireless LAN or VPN if outside campus.
B. To send your job for printing

1. After sending your print job to the respective print queue, the job is always on hold.

   Open up the print queue and click to release the job.

2. When prompt for username and password, please enter your network id and password.

3. Go to the respective print kiosk (or release station) to make payment and release your print job. Please use your Network ID to login.

   Note: some printer queue may show as “guest” instead of (network id) if you are using NTUWL to logon to WiFi.
## Printer Queues available in Campus

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Format</th>
<th>Printer Queues</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus Supplies</strong></td>
<td>P-Cube (opposite OneStop@SAC)</td>
<td>smb://cssvr/ (queue name)</td>
<td><img src="" alt="Image" /></td>
</tr>
<tr>
<td></td>
<td>Learning POD @ South Spine</td>
<td>smb://nbs-sc/ (queue name)</td>
<td><img src="" alt="Image" /></td>
</tr>
<tr>
<td></td>
<td>Nanyang Business School’s Lab</td>
<td>smb://hostel-server/ (queue name)</td>
<td><img src="" alt="Image" /></td>
</tr>
<tr>
<td></td>
<td>Halls of Resident 1 – 16</td>
<td>smb://usntu/ (queue name)</td>
<td><img src="" alt="Image" /></td>
</tr>
<tr>
<td><strong>Seng City</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ultra Supplies</strong></td>
<td>All Libraries</td>
<td>smb://usntu/ (queue name)</td>
<td><img src="" alt="Image" /></td>
</tr>
</tbody>
</table>