Mac OS X: How to add a network printer

Mac OS X v10.5 or later

1. Choose System Preferences from the Apple menu.

2. Choose Print & Fax from the View menu.

3. Click the + button to add a printer.
4. Press the [Control] key while clicking the "Default" icon (or any other icon on the toolbar), then choose **Customize Toolbar** from the contextual menu that appears.
5. Drag the Advanced (gear) icon to the toolbar.
6. Click [Done].

7. Click the [Advanced] icon that was added to the toolbar.
8. Choose Windows from the Type pop-up menu.
9. In the URL field, type the printer queue name. (ie. smb://(server_name)/(queue_name)
10. In the Name field, type the name you would like to use for this printer in Mac OS X.
11. Choose the appropriate PPD or printer driver from the "Print Using" pop-up menu.

a. Printer at Lee Wee Nam Library Level 2 (cssvr\lwn_03)

b. Printer at Learning POD @ South Spine (cssvr\sslp-prt)
c. Printer at Student’s Activity Centre (\ccpserver\sac-prt)

- **Type:** Windows
- **Device:** Another Device
- **URL:** smb://ccpserver/sac-prt

**Name:** sac-prt on ccpserver
**Location:** Student’s Activity Centre Printer

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d. Printer at Hostel 1 to 16 (\hostel-server\monoa4)

- **Type:** Windows
- **Device:** Another Device
- **URL:** smb://hostel-server/monoa4

**Name:** monoa4 on hostel-server
**Location:** Hostel Printer

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12. Click [Add].

Note:

1. After sending print job to the respective print queue, the job is always on hold. Open up the print queue and click [Resume] 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 local Mac computer name instead of your network id to login.