Adding Printer for MacBook

Step 1
Choose "System Preferences" from Apple menu.

Step 2
Select "Print & Fax" from the Dock menu.
Step 3
Click the “+(plus)” icon to add a printer.

Step 4
Right-click on the empty space next to icon. Click on “Customize Toolbar…”
Step 5

A pop-up will appear. Click on and drag the “Advanced” icon, to the empty space next to the icon. Click on “Done”.

![Advanced Icon Drag]

Step 6

Click on the “Advanced” icon.

Enter details as shown below:

Type: Windows printer via spooler (please select from dropdown menu)

Device: Another Device

URL: smb://usntu/A4wireless-BW *(To enter text here)*

** may continue to Add in A4wireless-Color, A3wireless-BW, A3wireless-Color later.
Name:   A4wireless-BW (To enter text here)

Use:   Generic PostScript Printer

Click “Add”.

Step 7

Check the box for Duplex Printing Unit and click “OK”.
Step 8

After setting up the print queue, the job is always at the “on hold” status.

Open up the print queue and click on “resume”.

Key in your Network ID and password to continue.

![Image of printer login window]

Note: kindly use “NTUSECURE” wireless network when you perform the above set up and printing.

Ultra Supplies

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