

Adding a Window's printer on a Mac OSX 10.3 & 10.4

NOTES: Anyone using a Mac laptop will be printing on their UST ID and their printing allotment will be charged. General Print Management info may be found at <http://www.stthomas.edu/irt/support/printing/printmngt.html>

Steps to add a network printer for Mac OSX 10.3 & 10.4:

1. Click on the hard drive icon to open a new window.
2. Open the Printer Setup Utility (located in /Applications/Utilities).
3. **Mac OSX 10.3 users:** Hold the *Option* key down while choosing *Add Printer* from the *Printers* menu.
4. **Mac OSX 10.4 users:** Choose *Add Printer* from the *Printers* menu.
 - a. While holding the *Options* key, click the "*More Printers*" button.
5. Another window will open. Choose *Advanced* from the first field's drop down menu. Another window will open.
6. From the *Device* drop down menu select *Windows Printer via SAMBA*.
7. In the *Device Name* field, give the printer a name that you will easily remember.
For example: 1st floor library, MSL209, or lab printer.

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8. In the *Device URL* field, use the following format to link to the printer:

smb://yourNetID:yourNetIDpassword@stthomas.edu/pubprint/XXXX

NOTE: printer names must be entered exactly as they appear on this list, spaces included

- For North Campus, replace “xxxx” with the queue name for any of the following printers:

DOW 004	MCH 200
DOW 524	SCB 220
IRE010	SJV 206
JP2 003	SJV 306
KOC 010-02	SJV 406
LIB 101-01	SJV 506
LIB 101-04	SEL 048
LIB 101 Alreadyused	
LIB LL1	
LIB SL	

- For South Campus, replace “xxxx” with the queue name for any of the following printers:

GRA001	CRE109
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- For Minneapolis Campus, replace “xxxx” with the queue name for any of the following printers:

MOH 104-01	MSL103
MOH 104-02	MSL103-Color
MOH 104-03	MSL209
MOH 104-04	MSL216-Public
MOH 104-Color	MSL305
MSL 032	MSL305-01

9. Choose the appropriate **Printer Model** from the drop down menu.

- a. Leave this setting on *Generic* unless you have downloaded and the correct printer driver from HP.
- b. If you need the actual printer driver to achieve formatting needs you will need to download and install it from the HP web site. You will then need to change the driver setting on your laptop.

10. Click Add. You’ve now successfully added the printer to your Mac.

NOTE: If you suddenly discover that you cannot connect to a printer it is likely due to your UST password expiring. When your password expires and you create a new one, you will need to delete any printer using the old password and reinstall the printer. Removing a printer is as simple as highlighting the printer in Printer Setup Application and deleting it.