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## Adding a printer to your personal or CCSF Mac

You must set your Mac up yourself to use any of the **networked** printers throughout the college. It's simple: just follow these directions.

This handout does not cover printers that you will attach directly to your laptop (usually through a USB plug). OS X is pretty good at recognizing and setting these up for you automatically.

### Plug in to a CCSF Ethernet/network jack

You can only print when physically attached to the network via an Ethernet cable; a wireless connection will not allow printing here (ccsf.edu/wlan has CCSF wireless info).

### Identifying Printers

Before you add a networked printer, go to the actual printer you want to add and consult the information printout taped to the printer: you'll need two pieces of information.

If there is no printed information sheet, please contact your local ITS support person.

#### 1. Write down the printer's Internet (IP) address on our network.

On CCSF's standard HP Printer printout, this is on the **Port Name(s)** line; it will read something like IP\_10.100.99.999 —but you need only the numbers and periods, not the initial IP\_. The form will be **4 numbers separated by periods** (no spaces).

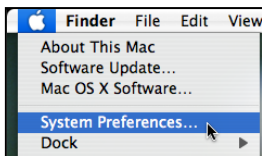
So, if your printer's Port Name entry reads IP\_100.10.6.224 you need to write down 100.10.6.224.

#### 2. Write down the manufacturer and model.

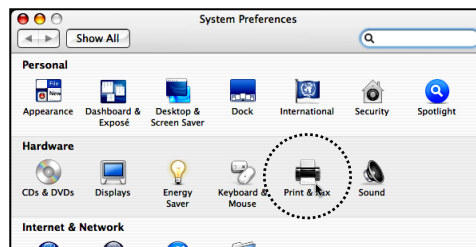
Although the Mac Generic designation works OK for all kinds of printers, choosing the actual make and model helps enable you to use your printer's features.

Look on the printout or the body of the printer for this information.

### Open System Preferences



1. Click the Apple icon and choose System Preferences.



2. On System Preferences, click **Print and Fax**.



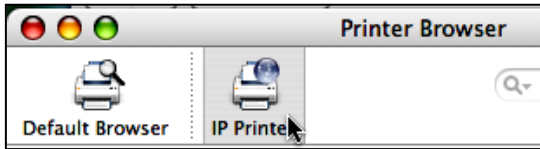
3. Normally on CCSF Mac laptops and some other setups, before you can do anything on the Print and Fax screen, you'll have to click the lock icon (bottom left).

This may (depending on how your computer is set up) bring up the **Authenticate** screen. Enter an Administrator name and password (it may be your own login if you have one). If this doesn't happen, you're an admin and don't have to worry about any of this. So just continue.

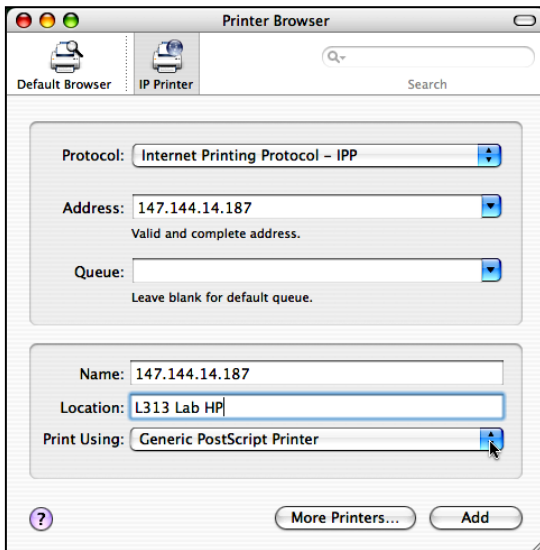
## Add a printer



When the lock opens, click the **plus sign** in the Print and Fax window to add a printer.



At the top of the Printer Browser window, click **IP Printer**.



On the Printer Browser IP Printer screen:

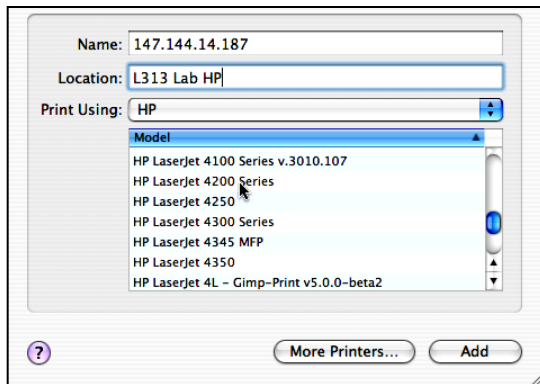
**Protocol:** Choose Internet Printing Protocol as shown

**Address:** Enter the 4 numbers and periods you noted in step 1 on page 1. No spaces, just digits and periods

When you enter an address in the correct form, the message “Valid and complete address appears.” Pat yourself on the back!

**Queue:** Leave blank

**Name** and **Location:** Type in whatever you need to identify the printer, like: Biology Dept Office Printer or Batmale 313 lab.



### Choose printer manufacturer and model

Often the Generic printer model that appears automatically works OK. If you want more features than it provides, however, you should identify the manufacturer and model of the printer to your computer. To do so:

1. Click the arrows to the right of the **Print Using** box to see a list of choices.
2. Scroll down to the manufacturer and click to select the entry. HP is the manufacturer of CCSF's printers.

### Choose printer model

1. As soon as you the manufacturer, a **list of models** appears in a box at the bottom of the window. Scroll down until you see the model you need (no, they are not sorted—keep going).

HP Laser printers start with the name LaserJet (not DeskJet or DesignJet).

2. If you don't see the exact designation that you need, choose one that is close—like 4100 instead of 4200.
3. When you have made your selection, click the **Add** button. A Confirmation screen appears. Check it to see that everything is correct. If not – Start over!
4. If it looks good: close out of everything—you're done! Remember to choose that printer when you want to print to it.