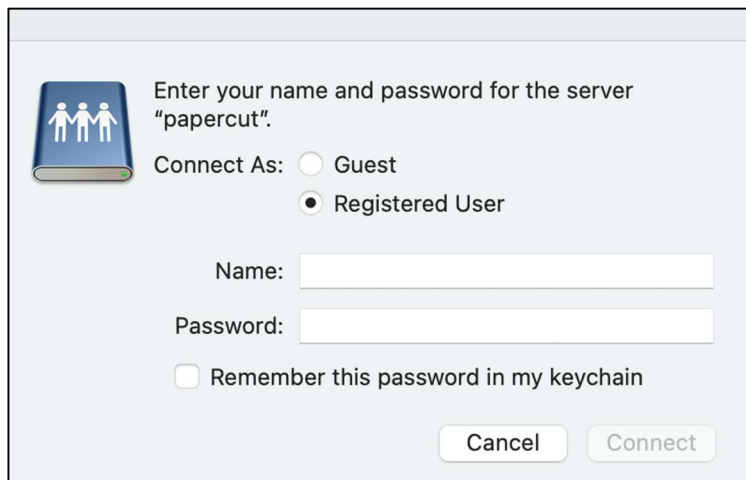# Adding Printers to Mac (Faculty/Staff)

Step 1: Install the print driver:

NOTE: You will need to update your keychain password or reinstall the printer when you update your network password.
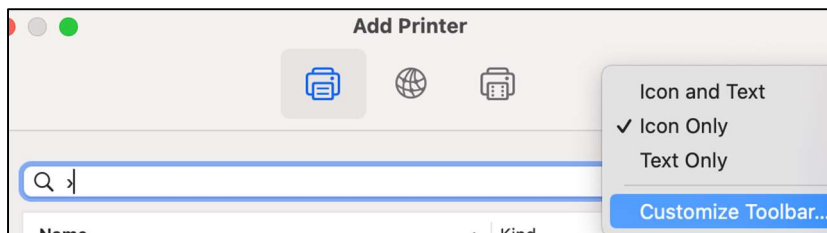
1. **Click** anywhere **on the desktop** to get the main menu at the top of the screen, or use Command ⌘ + K (if you use command key skip steps 2 +3)
2. Click **Go** on the main menu.
3. Click **Connect to Server**
4. **Type smb://print-server** in the Server Address field
5. Click the **Connect** button.
6. If you have not connected to Papercut before it will prompt for your Centre network credentials: first.lastname and password
7. Once logged in, a new window will open. Double-click the **Lexmark_UM1_PrinterSoftware** file.
8. If you are prompted for a password, this is your **local computer password**.
9. The correct print driver is now installed on your computer!

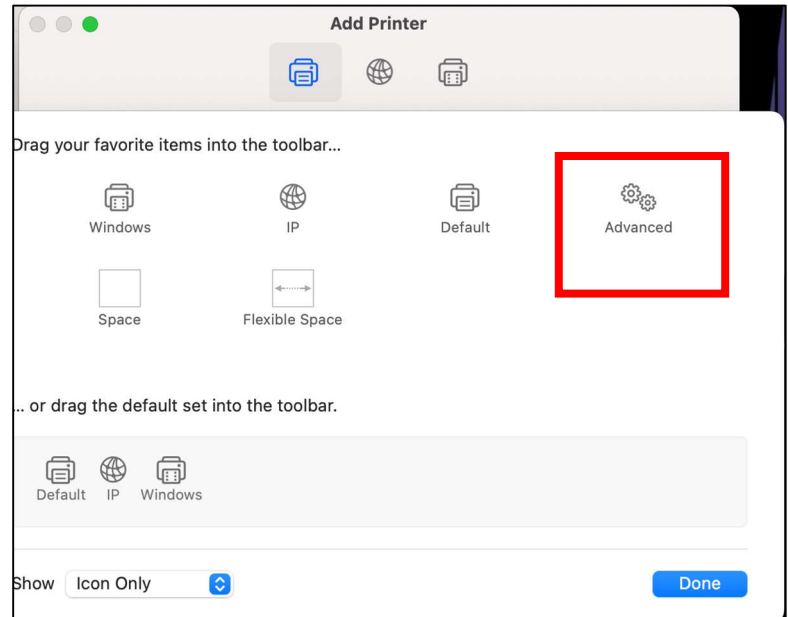*Login screen to enter Centre credentials*

Step 2: Install a printer:

1. **Click the Settings icon** (which may be on the ribbon or in Launchpad.
2. Click the **Printers & Scanners** menu item.
3. Click on the **Add Printer, Scanner or Fax…** button. *(older versions of OSX, click the + button at the bottom of the printer list.)*
4. **Control-Click** an empty spot to either side of the icons.
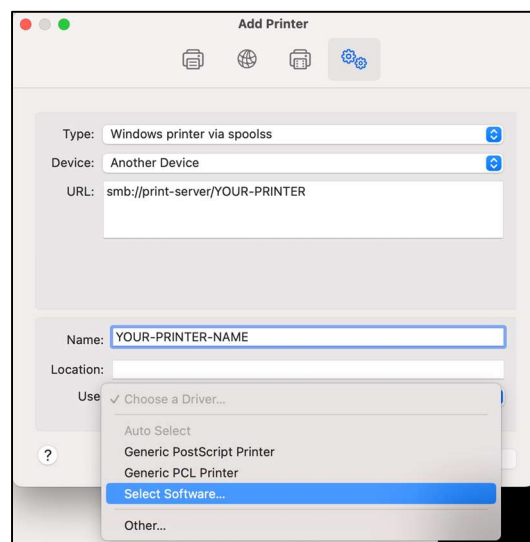5. Select **Customize Toolbar** from the menu list

Customize toolbar option

Adding Printers to Mac (Faculty/Staff)

6. Drag the gear icon named **"Advanced"** to the top of the window and drop it next to one of the existing icons.
7. Click the Done button.
8. Click the Advanced icon and a new window will open.
9. Please set the following fields:
   - In the Type field, select **"Windows printer via spoolss"**

   - Leave the Device field set to **"Another Device"**

   - In the URL: field, enter smb://print-server/queue name
     Example: smb://print-server/Alumni-1stFL-Hall

   - In the Name field, enter the same Print Queue name as above

   - Leave the location filed blank

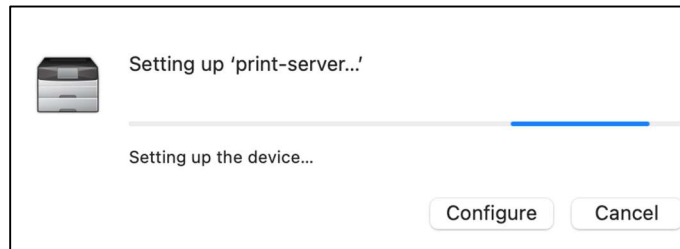   - In the Use field, **click Select Software** and then select Lexmark Universal from the list.

Printer dialog box: advance options

Adding a printer dialog box: select software option

Adding Printers to Mac (Faculty/Staff)

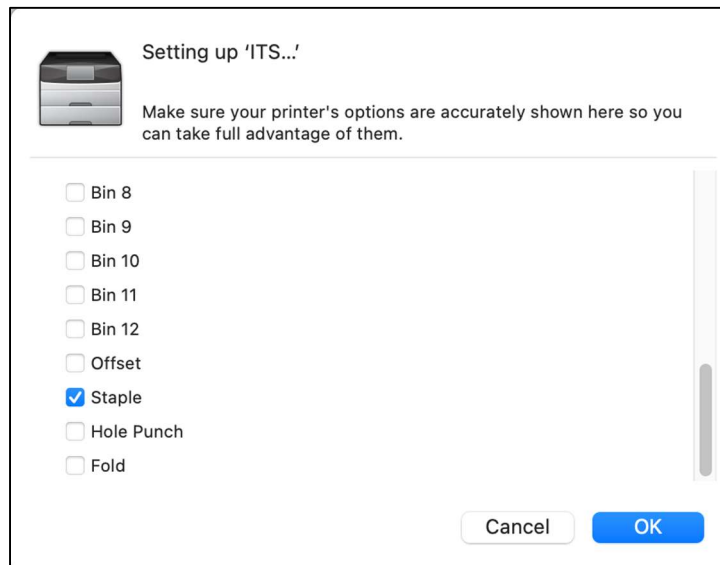10. When you have all the fields set, click the **Add** button to add the printer.

NOTE: If you have not connected to Print-server before it will prompt for your Centre network credentials in the form of first.lastname and password

11. When you see the window below, please click the **Configure** button.

Configure button

12. Select Bin 1 and 2, as well as Staple, then click OK.

Options for Printers

Adding Printers to Mac (Faculty/Staff)

Step 3: Selecting and installing a printer:

1. Open **System Preferences**
2. Open **Printers & Scanners** button
3. **Click the +** button (located at the bottom of the printer list panel.)
4. Click the **Advanced** icon (at the top of the window - it looks like a cog wheel.)
5. Choose **Windows printer via spoolss**.

*NOTE: IF the Advanced icon does not show up on your panel, you will need to right-click on the toolbar and select "customize toolbar" from the drop-down. Then, left click and drag the Advanced icon up into the toolbar.**!!
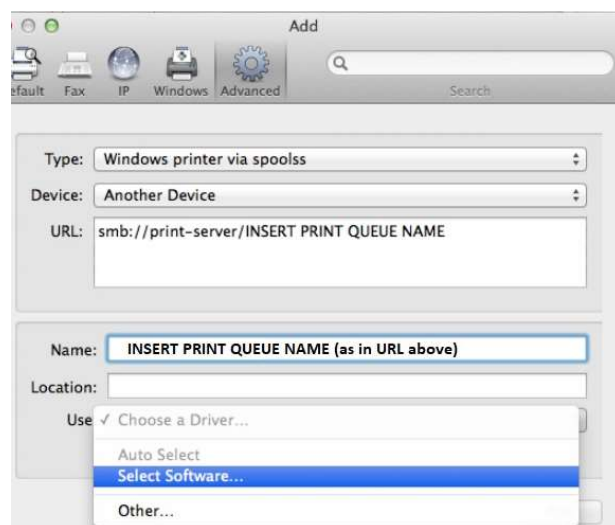
Step 4:

Choose "Windows printer via spoolss" in the Type pull-down and "Another Device" in the Device pull-down. (See image below)

Step 5:

Enter the smb://print-server/ with the queue name (listed below) of the printer they will be printing to.
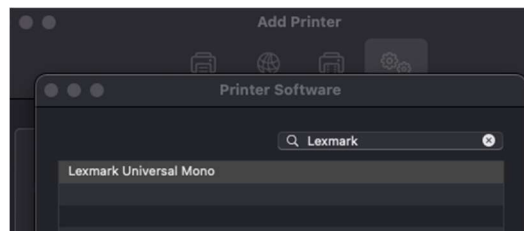
Step 6:

Enter the same Print Queue as 'name' and in the Use category list, choose < **Select Software** from the pull-down field.

Printer dialog box: steps 4 thru 6

Step 7:

Once you select the Use to be 'Select Software...' a window called 'Printer Software' should appear. Search for "Lexmark" and then select 'Lexmark Universal Mono. Click 'Ok' and then 'Add'.

Figure 1 Printer dialog box: step 7

Adding Printers to Mac (Faculty/Staff)

STEP 8:
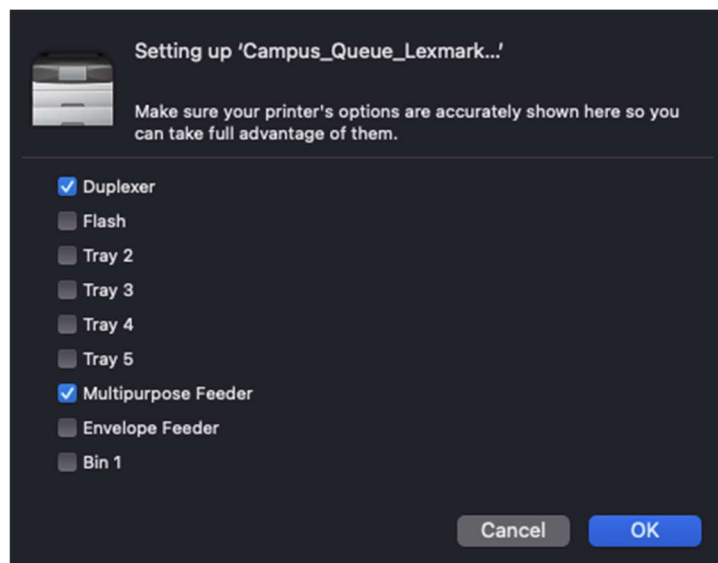
Click the **Configure** button that appears. This will give you possible printer options.

Printer dialog box: step 8

STEP 9:

Scroll to the bottom, select **Staple**, and then **Ok**

Printer dialog box: step 9

The new printer should be added and you are ready to print!

[View the listing of the campus printers with name and location](#)