

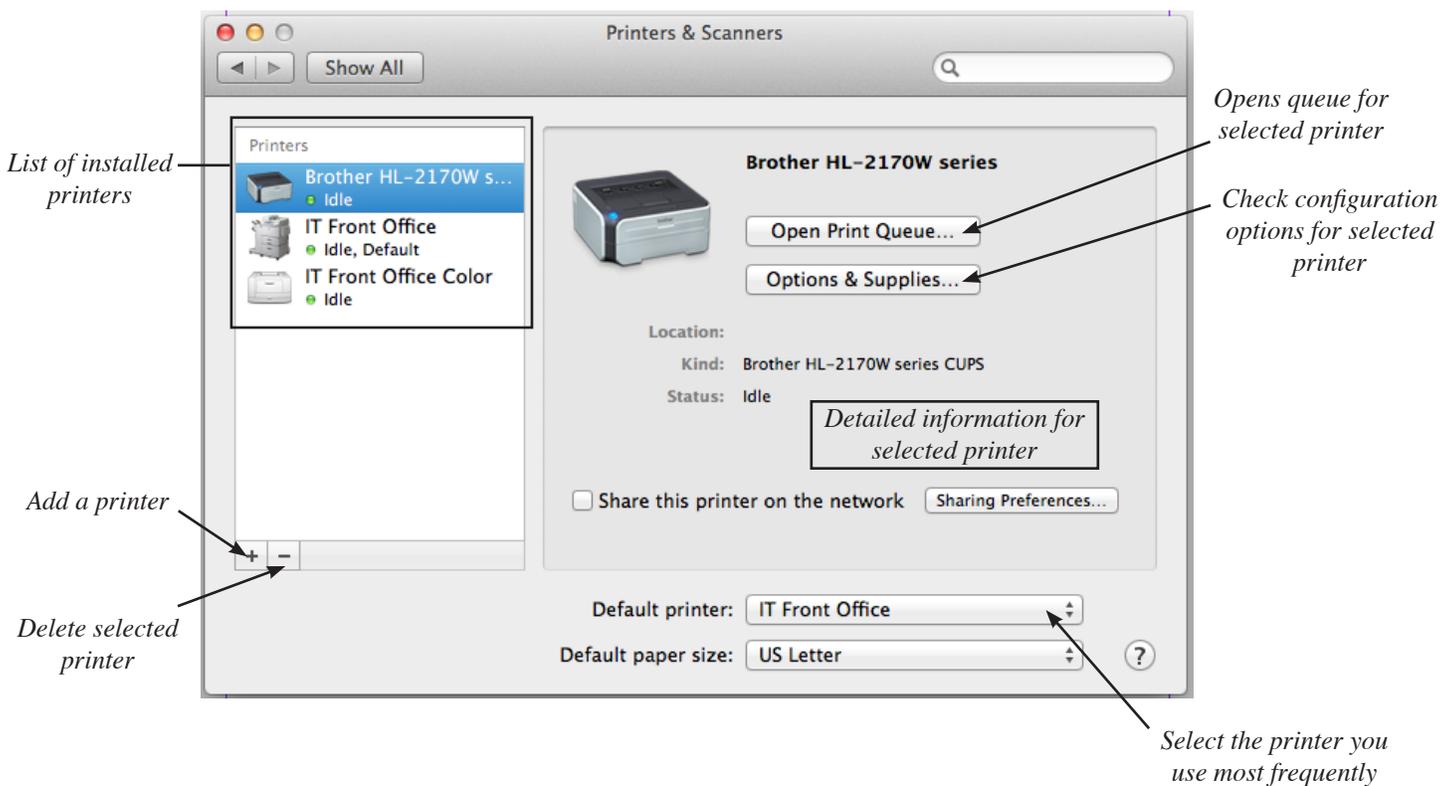
Managing Printers in OS X

Software: OS X (10.7-10.9)

Platform: Mac

Overview

In OS X, you can manage all of your printing needs using the **Printers & Scanners** option in **System Preferences**, found in your Apple Menu. (If you're on an earlier version of OS X, it will be called Print & Scan or Print & Fax.)



Adding Network Printers

Before you can use a printer, you have to add it to the list of printers recognized by your computer.

1. Select **System Preferences** from the **Apple menu**.
2. In the Hardware category select **Printers & Scanners**.
3. Click the **Plus sign**, the "Add a printer" button, below the printer list to open the Printer Browser Window.

The Printer Browser window allows for two methods for adding printers: IP Printing and Default Browser. Networked departmental printers on campus are set up for IP Printing.

IP Printing

You will need to know the IP (network) address of the printer you want to set up. Many printers have the IP address printed onto a sticky label on the top or front of the printer: look for a set of 4 numbers separated by periods. It should look something like this: 149.175.230.15. The last two numbers (.230.15) will vary but all L&C printers will start with 149.175. (149.175.230.15 is NOT the address of any printer.) If there is no label contact the Help Desk, x7225, to find out the proper IP address.

To Set up an IP Printer:

The screenshot shows the 'Add' printer dialog box. The 'Address' field is filled with '149.175.21.11'. The 'Protocol' dropdown menu is set to 'Line Printer Daemon - LPD'. The 'Name' field contains '149.175.21.11'. Below this, a preview shows the printer name as 'Primary Dept Printer (149.175.21.11)' and the model as 'HP LaserJet 9050'.

1. In the Address box type in the **complete IP address** of the desired printer. If the address is correct, the "Use" option will now display the model of printer associated with the address.
2. Choose **Line Printer Daemon (LPD)** as the Protocol.
3. The Name will appear in your Printer List. If you have more than one printer installed you may want to make it easier to distinguish among them by typing a name. The IP address fills in by default.
4. Click **Add**.

5. You should now see the **Installable Options** list (below).

Installable Options

Check options that are installed on your printer to ensure that you will be able to use them on this computer. Be aware that just because an option is listed does not necessarily mean that option is installed on your printer!

The most common options installed on campus printers are:

- Duplex Units – If the name of the printer is appended with the letter d (eg-4050dn) a duplexer is installed.
- Extra paper trays – The number of trays is easily determined by looking at the printer.

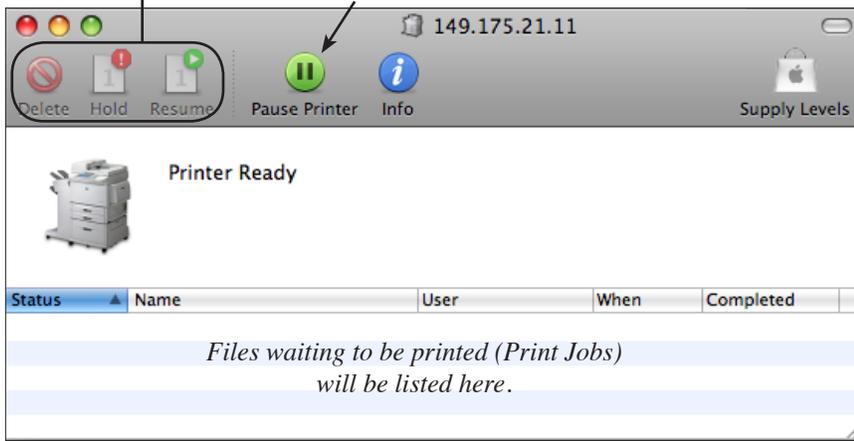
The 'Installable Options' dialog box shows a list of printer options. The 'Tray 1' and 'Duplex Unit' options are checked. Other options include '2000-Sheet Input Tray (Tray 4)', 'Printer Disk', 'Accessory Output Bins', 'Mailbox Mode', 'Total Printer Memory', and 'Fit to Page'. The 'Continue' button is highlighted.

Manage the Print Queue

If you're trying to print and nothing comes out of the printer, check the Print Queue. The printer may still be open on the dock, clicking on the printer icon will open the Print Queue. If not, go to the Apple Menu, open **System Preferences** and select **Printers & Scanners**. Find the desired printer and double-click.

- In the Queue window, make sure that the Print Queue is not stopped (the button is a toggle, if the queue is stopped, the button will be labeled "Start Jobs").
- The 3 buttons on the left affect whichever print job is selected in the list.

Delete, Hold or Resume the selected print job. *Pause or Resume printing* Print queue window



- Use the Printer menu to print a test page. Success will indicate that a printing problem is being caused by the application (Word, Excel, Safari, Thunderbird, etc.).
- You can make this your default printer using the Printer menu.

