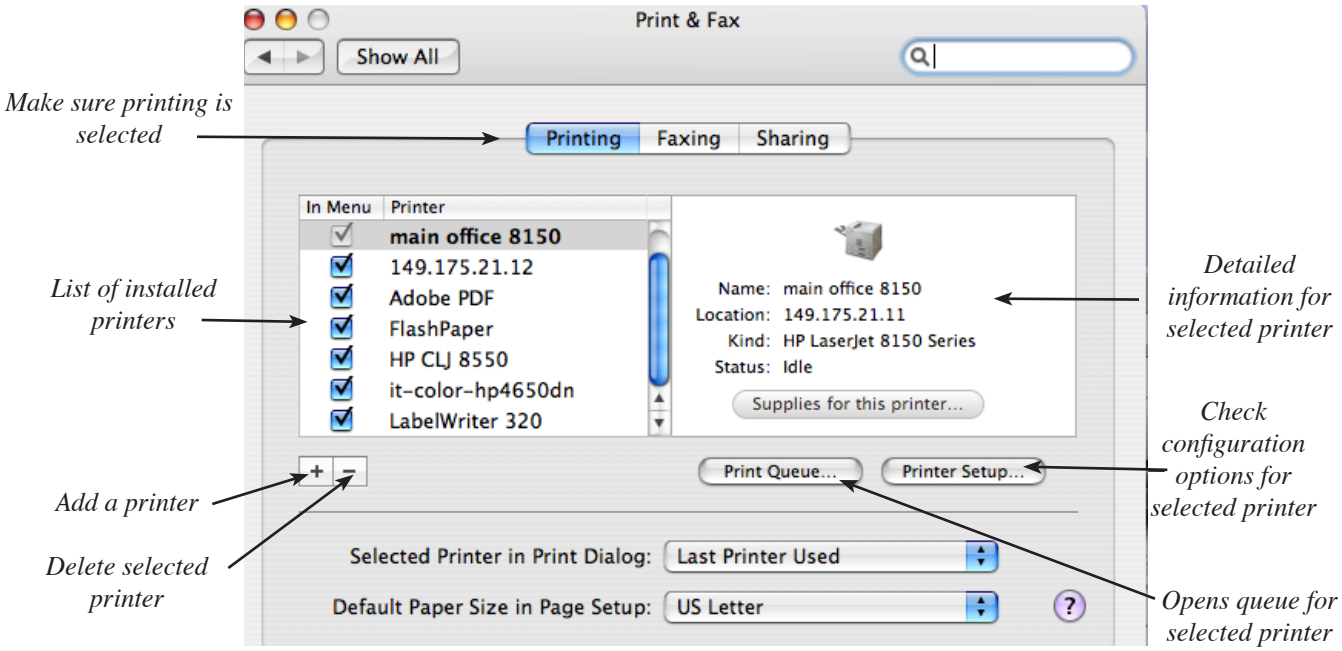
Managing Printers in OS X

Software: OS X (10.4)
Connection: Ethernet

Platform: Mac

Overview

In OS 9 you could connect to printers through the Chooser. In OS X 10.4, you can manage all of your printing needs using the **Print & Fax** option in **System Preferences**, found in your Apple Menu.



Adding Network Printers

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

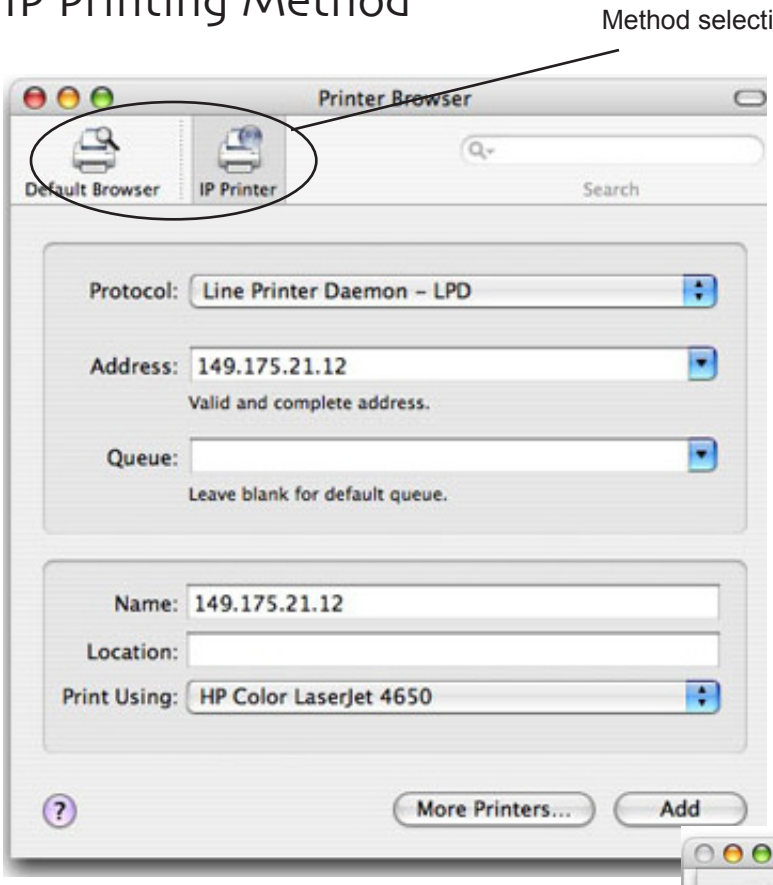
1. Make sure **Printing** is selected at the top of the Print & Fax window.
2. Click the Plus symbol below the printer list to open the Printer Browser Window.

The Printer Browser window allows for two methods for adding printers, either by Default Browser or by IP Printing. Most department and office printers are set up for IP Printing.

Default Browser Method

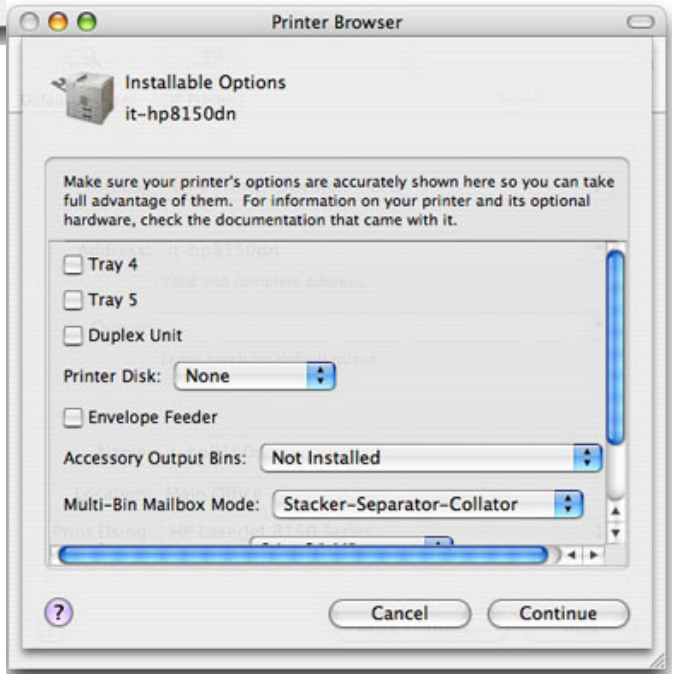
When Default Browser is selected, a list of shared printers on your local network will be displayed. Find the desired printer in the list, select it and click Add. You will then see this selected printer appear in your Printer list, along with its status.

IP Printing Method



To set up an IP Printer:

1. Choose **Line Printer Daemon (LPD)** as the Protocol.
2. In the Address box type in the complete IP address of the desired printer or the name of your printer in the departmental-model format. If the address is correct, the "Print Using" line will now display the model of printer associated with the address.
3. Click **Add**.
4. This brings you to the Installable Options list *(see below)*.



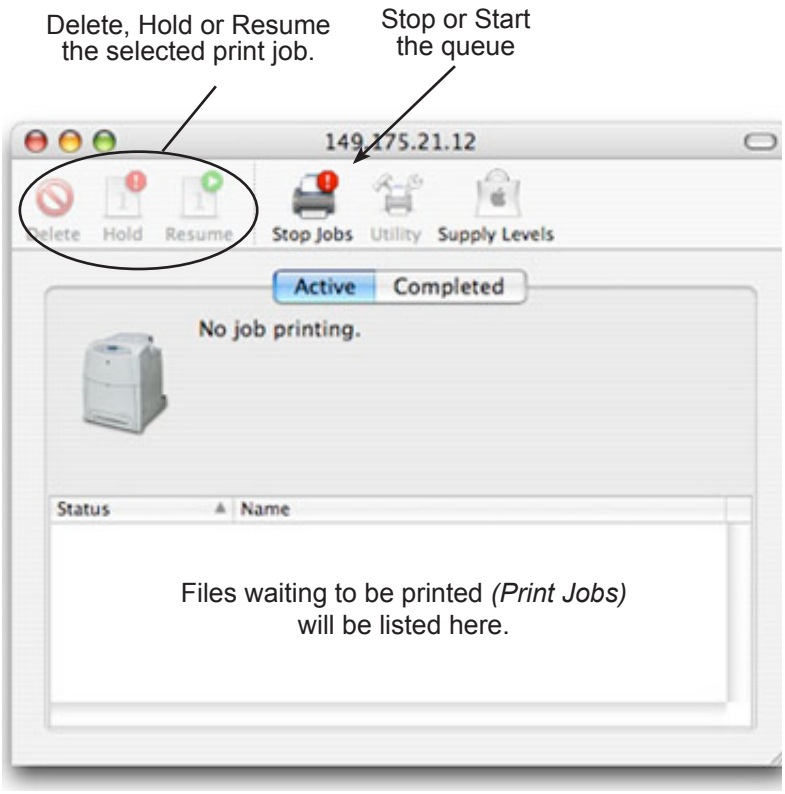
Installable Options

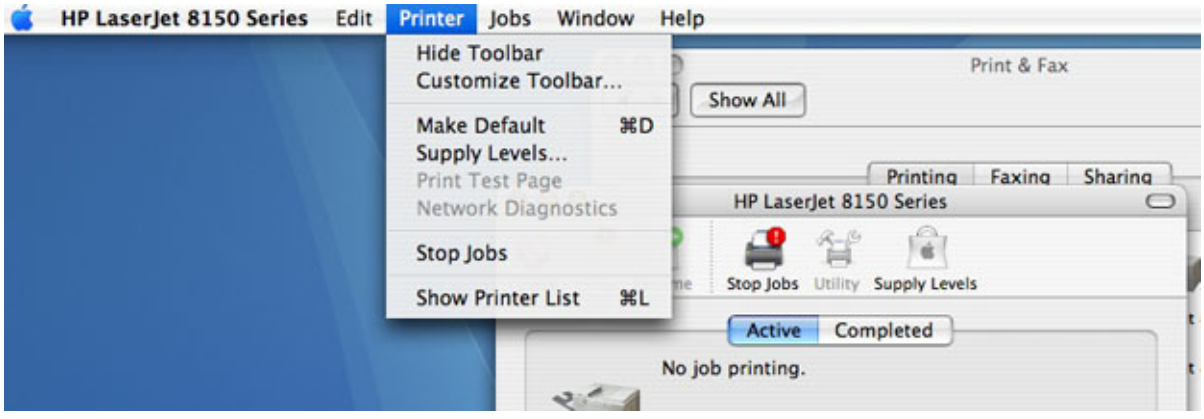
Check options that are installed on your printer to ensure that you will be able to use them on this computer. Be aware that just because an option is listed does not necessarily mean that option is available on your printer!

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 **Print & Fax**. Find the 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.





This is also the window where you can change your default printer. With the queue open for the printer you would like to set to default, from the **Printer Menu** select **Make Default.**