## To set up printing on a Mac as of 3/4/2015

First, go into System Preferences and open Printers & Scanners

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	Location: Kind: Status:	SH 241 TOSHIBA MonoMFP-X Idle	7 USA
+ -	Snare this print	er on the network	Sharing Preferences
	Default printer:	Last Printer Used	0
	Default paper size:	US Letter	0

Click the + symbol to add a new printer.

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If the "Advanced" dialog box isn't displayed, Control-click the white space and select Customize Toolbar...

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Name Location Use	: Choose a Driver	 
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Drag the "Advanced" gear icon up into the toolbar.

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Select Advanced.

In the Type: pull-down menu, select Windows printer via spools

In the URL: field, type: smb://iowaprint01.iowa.uiowa.edu/<queuename>, where <queuename> is the name of the printer you wish to connect to, such as CLAS\_CS-MLH301-BW

In the Name: field, type the printer name again.

In the Location: field, type the room number where the printer is located.

Under the Use: pull-down menu, select Generic PostScript Printer. Or download the correct driver from HP.



## Then click the Add button

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	Cancel OK
	Add

When prompted, check the box for Duplex Printing Unit, then click OK

After the print setup completes, double-click the printer to open it. Then select the Printer menu, and then select "Print Test Page" to verify that everything is working correctly.

CLAS_CS-MLH301-BW	Edit Printer Jobs	s Window Help		
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+ -		Share this printe	er on the network Sh	aring Preferences
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