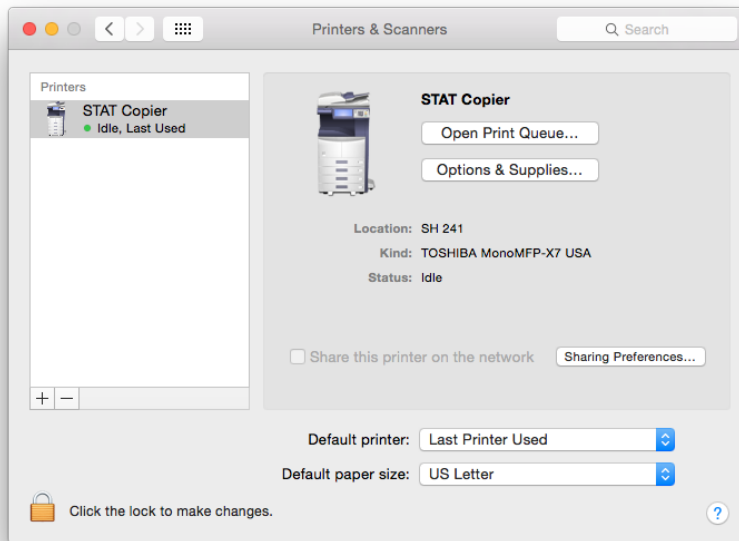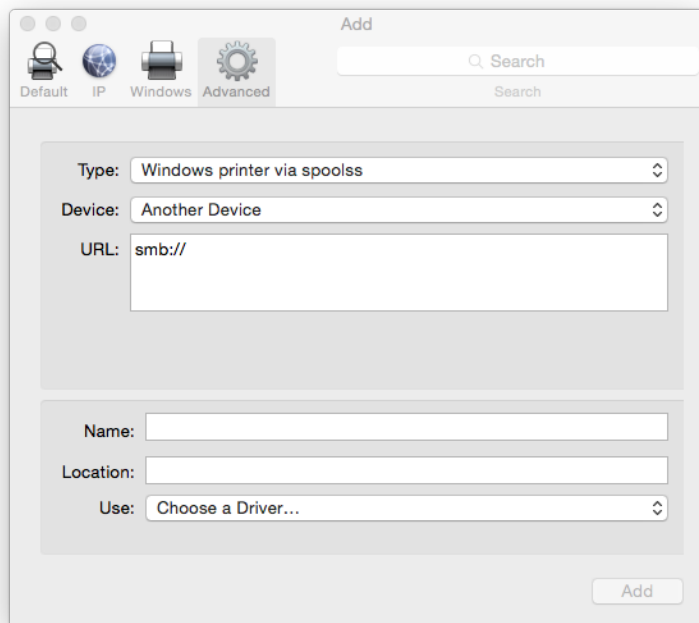# To set up printing on a Mac as of 3/4/2015
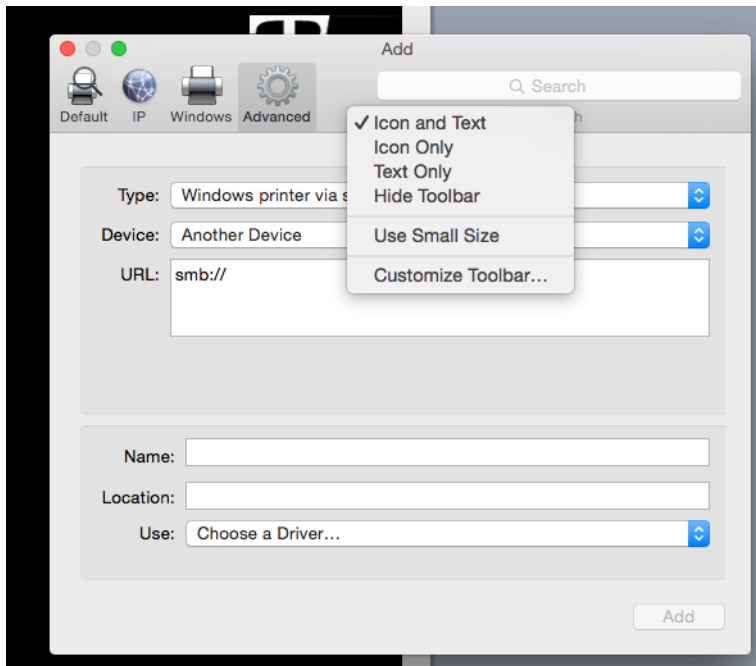
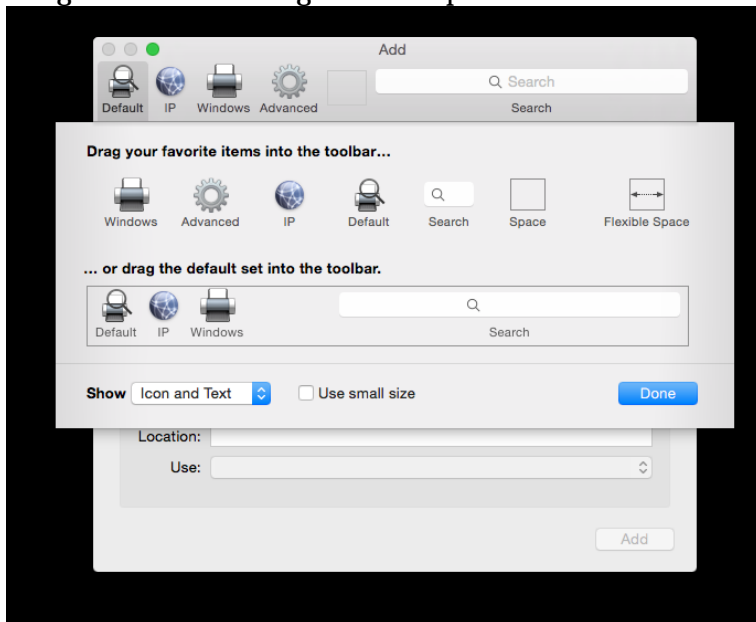First, go into System Preferences and open Printers & Scanners

Click the + symbol to add a new printer.

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

Drag the "Advanced" gear icon up into the toolbar.

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

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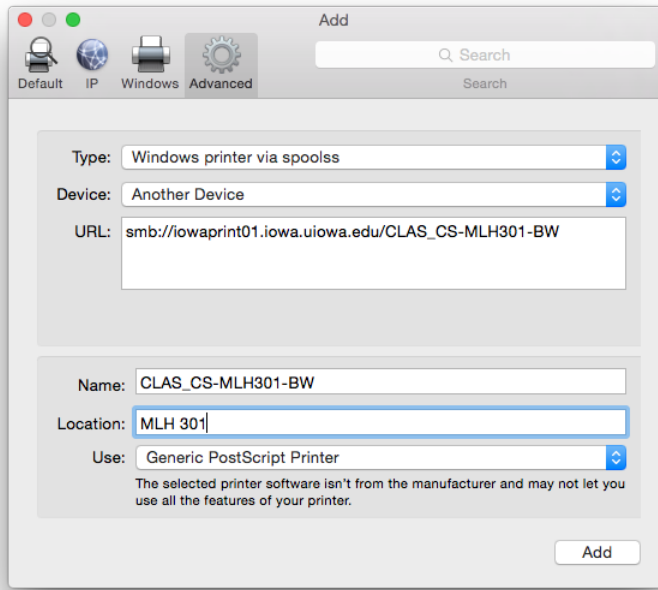smb://iowaprint01.iowa.uiowa.edu/<queuename>,
where <queuename> is the name of the printer you wish to connect to, such as
CLAS_CS-MLH301-BW

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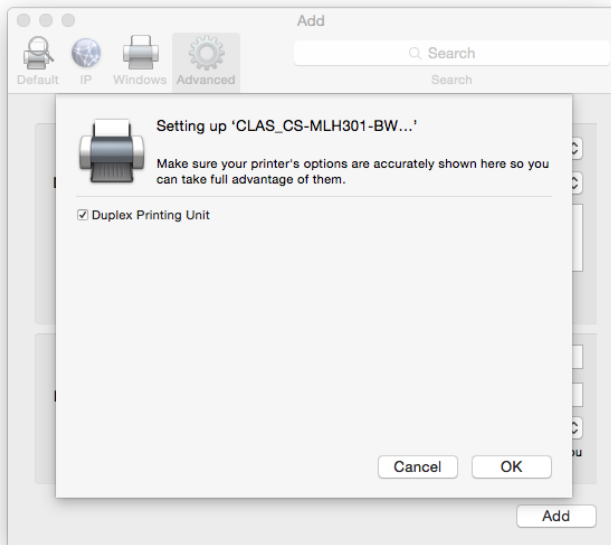
When prompted, check the box for Duplex Printing Unit, then click OK

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.

Pause

Make Default   ⌘D
Settings   ⌘S
Supply Levels…
Print Test Page
Network Diagnostics
Error Log

Printers & Scanners Preferences…   ⌘L

Pause   Settings

CLAS_C

S_CS-MLH301-BW

Q Search

Open Print Queue…

ptions & Supplies…

Location: MLH 301
Kind: Generic PostScript Printer
Status: Idle

☐ Share this printer on the network   Sharing Preferences…

Default printer: Last Printer Used   ⇅

Default paper size: US Letter   ⇅

🔒   Click the lock to make changes.   ?