

Connecting to Networked Printers

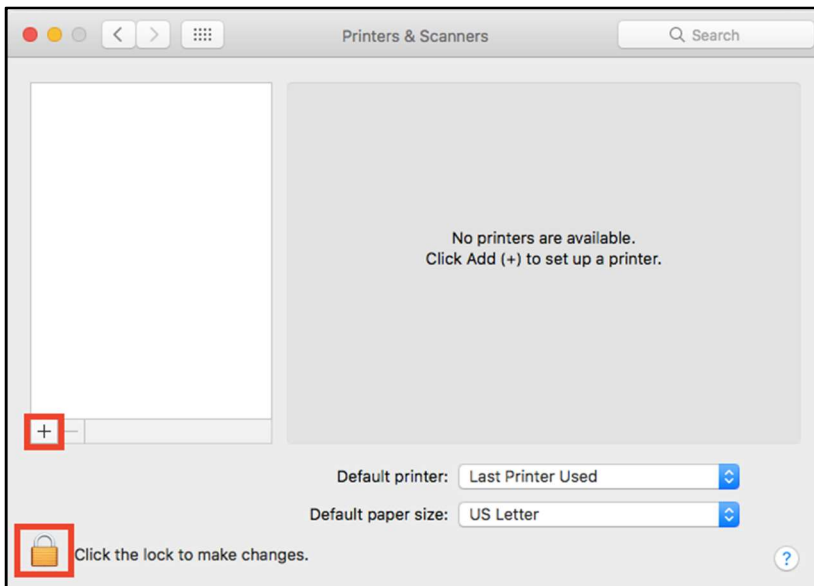
Connecting a Mac OS computer to a networked printer

Introduction

Once you have been given access to a print queue (by the Help Desk), you may connect the printer to your personal or a University-owned Mac OS computer using the steps outlined in this document. The steps vary depending on if you are connecting a HP, Canon or a Xerox printer so first determine the make and model of the printer. This process requires you to be connected to the Clark network, so make sure you are connected by WiFi, the wired network or by VPN.

Connection Steps:

1. [Download](#) the PostScript driver of the printer you're mapping to. If you are using a University-owned device, skip this step – the drivers should already be installed on your device.
2. From "System Preferences", click on the "Printers & Scanners" icon.
3. If the lock on the bottom left is locked, you will need to unlock it first (enter an admin password). Once unlocked, click the plus sign (+) down at the bottom.



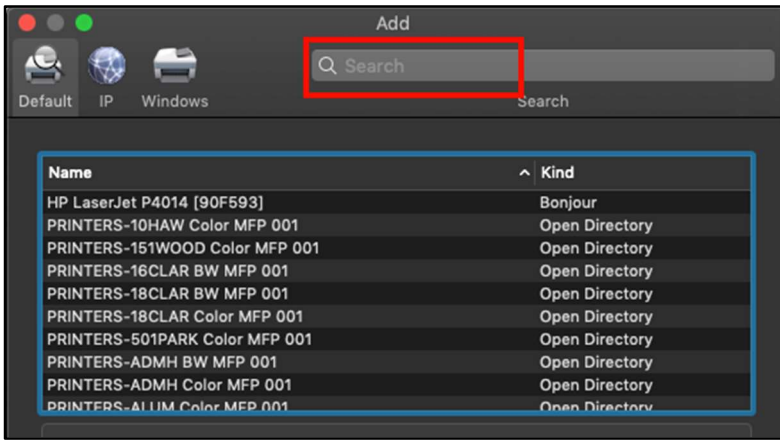
Please take note, at this point the steps diverge if you are connecting to an HP, Xerox or Cannon Printer.

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Connecting to Cannon Printer:

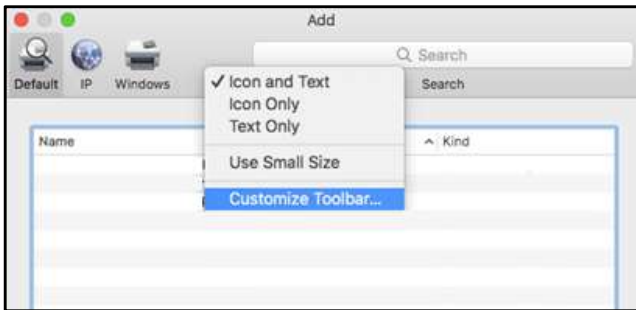
For University-Owned Devices:

1. A new window will appear listing the available Canon network print queues. Type the name of the desired print queue into the search field and click on the print queue to select it. Skip to Step 6 For Personal Devices.

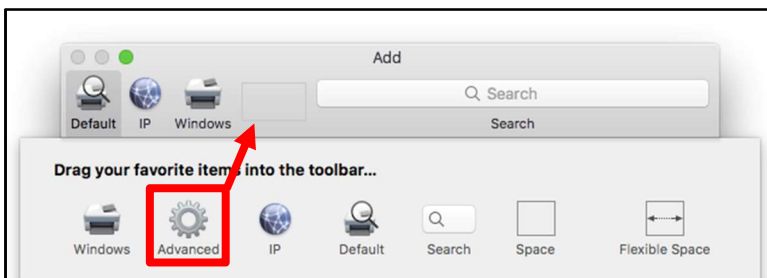


For Personal Devices

1. In the Add window, you will need to add the “Advanced” icon. With the Control key pressed, click next to the icons and then select “Customize Toolbar.”

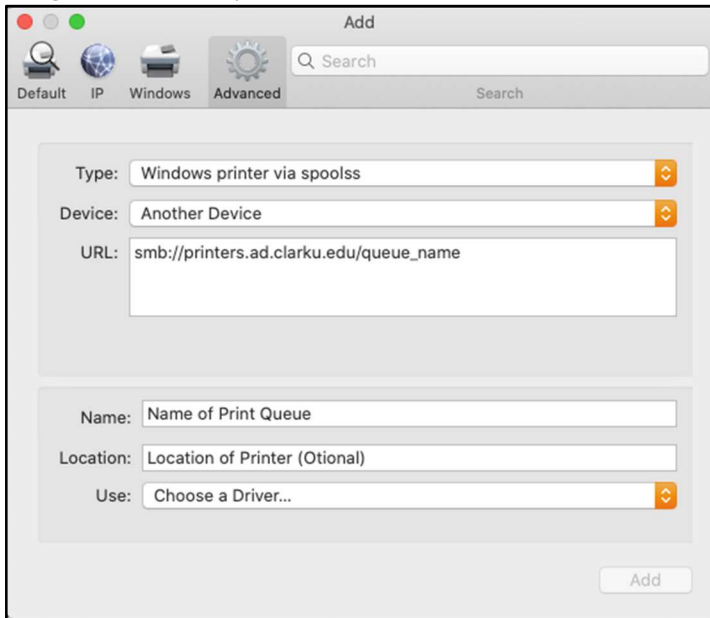


2. Drag and drop “Advanced” into the toolbar.

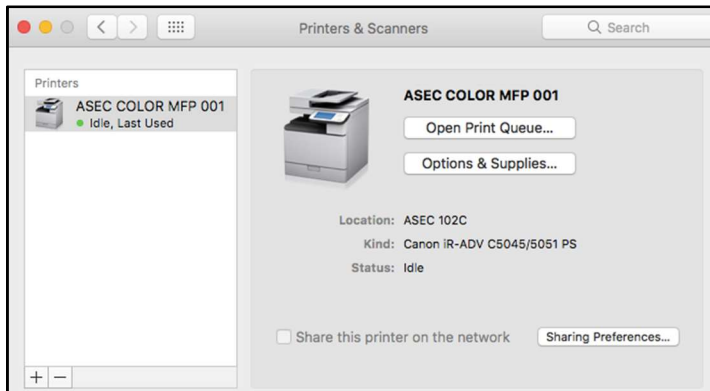


3. Now click the Advanced icon. Under type, select “Windows printer via spools.” “Device” should say “Another Device”. In the “URL.” textbox, enter the path name for the printer. (The format of the path is `smb://printers.ad.clarku.edu/queue_name`). (See Image)
4. It is recommended that the “Name” field includes the name of the print queue (for example: `ASEC_COLOR_MFP_001`). The “Location” field is optional. If you are connected to multiple printers, this field will be useful for troubleshooting purposes. (See Image)

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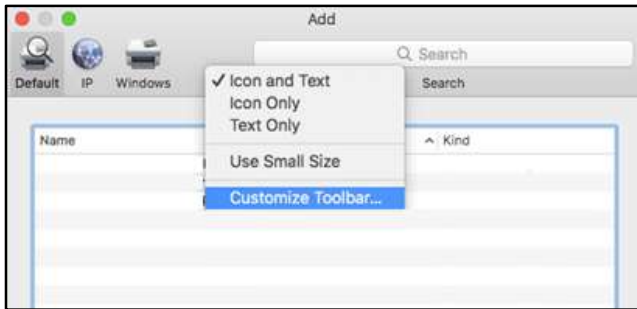


5. In the “Use” drop-down below, select “Select printer software”. A new window opens listing all the installed print drivers. Using the search function at the top, select the driver of the printer model for the printer you are mapping to (from [Step 1](#)). Click on it to select it.
6. With all the relevant fields filled – click “Add”.
7. You should be brought back to the original “Printers & Scanners” window. The newly connected printer should be displayed there. [Instructions](#) on how to print a test page are attached at the end of this document.

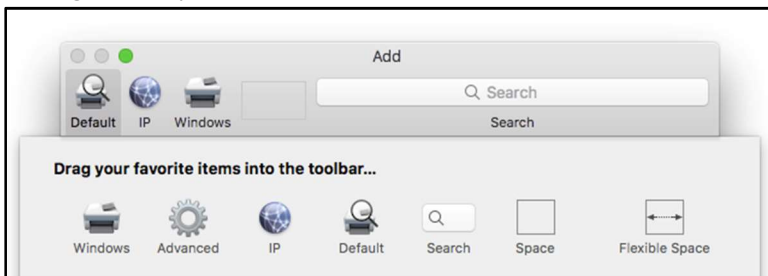


Connecting to HP or Xerox Printer:

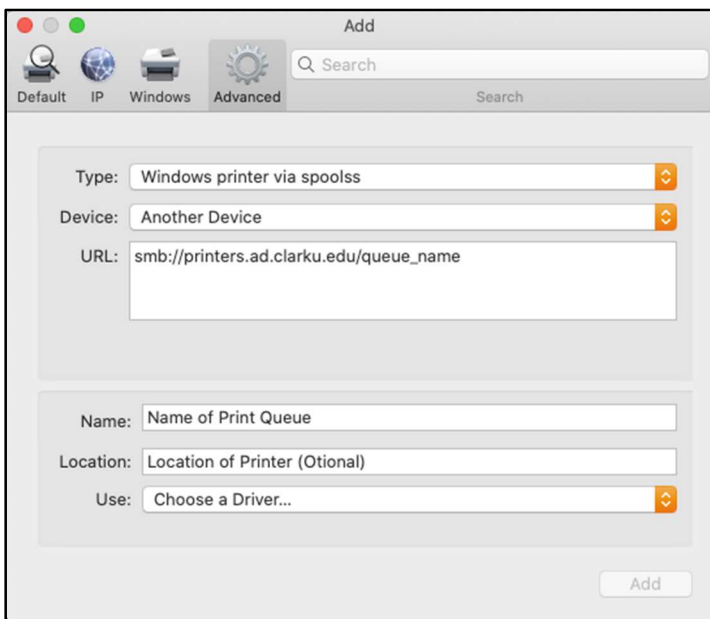
1. In this Add window, you will need to add the “Advanced” icon. With the Control key pressed, click next to the icons and then select “Customize Toolbar.”



2. Drag and drop “Advanced” into the toolbar.

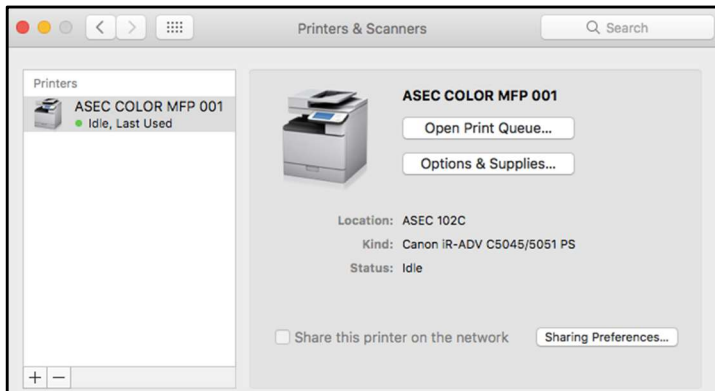


3. Now click the Advanced icon. Under type, select “Windows printer via spoolss.” “Device” should say “Another Device”. In the “URL.” textbox, enter the path name for the printer. (The format of the path is smb://printers.ad.clarku.edu/queue_name). (See Image)
4. It is recommended that the “Name” field includes the name of the print queue (for example: ASEC_COLOR_MFP_001). The “Location” field is optional. If you are connected to multiple printers, this field will be useful for troubleshooting purposes. (See Image)



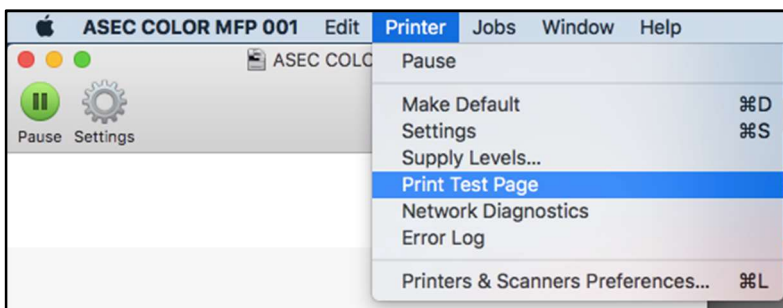
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5. In the “Use” drop-down below, select “Select printer software”. A new window opens listing all of the installed print drivers. Using the search function at the top, select the driver of the printer model for the printer you are mapping to (from [Step 1](#)). Click on it to select it.
6. With all the relevant fields filled – click “Add”.
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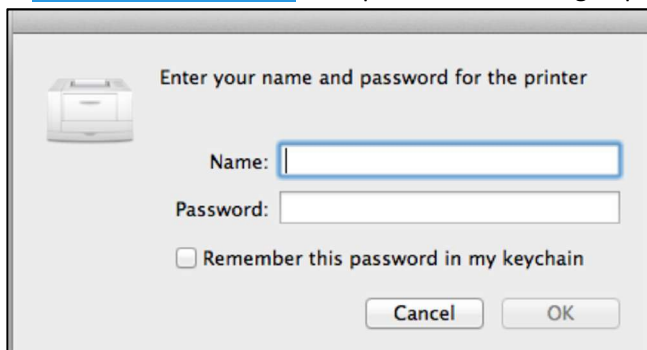


Printing a Test Page

1. To print a test page, click on “Open Print Queue” in this window. Under “Printer” on the top toolbar, select “Print Test Page”.



2. When attempting to print for the first time, you will get a prompt for your Clark credentials. The format should be [username@clarku.edu](#). Except when connecting to printers.ad.clarku.edu the format should be *username*.



Note: If you do not want to be prompted for your Clark credentials each time that you print, you should check off the “Remember this password in my keychain” option, but only after verifying you are able to print successfully the first time.