

Network: Connecting to Network Printers

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Windows

If you work in a network environment, you will want to connect to one or more printers.

NOTE: These instructions assume that you know the network name of the printer you wish to add.

1. Search your computer for **Devices and Printers**.
2. The *Devices and Printers* window appears.
3. Below the address bar, select **Add Printer**.
The *Add Printer* window appears.
4. Select **Add a network, wireless, or Bluetooth printer**.
5. The dialog box refreshes with a new selection of options.
6. Select **The printer that I want isn't listed**.
7. Click on the circle next to *Select a shared printer by name*.
NOTE: Do not click Browse. Begin the printer name with \\printoffice or \\printlab followed by a backslash and the specific printer name. (e.g., \\printoffice\citi04; \\printlab\lab-011108-duplex-e).
8. Click **Next** if the driver does not begin installing automatically.
The dialog box refreshes with a new selection of options. Windows printer installation box will appear and the driver will install.
9. A window will appear that says "You've successfully added printer name on print office."
Click **Next**.
10. (Optional) If you would like this to be your default printer, check the **Set as the default printer** box.
11. Click **Finish**.
The printer has been added.

macOS

There are two methods of connecting to network printers from a Mac computer. Printers can be installed either through the Self Service program or through manually installing the printer using its IP Address. Self Service is the recommended procedure for installing network printers, and more network printers are being added to the Self Service catalog over time.

NOTE: These methods will only work for personal or office computers, not on lab computers.

Self Service

The Self Service program is installed on all campus machines by default, and can be located in the *Applications* folder. Further information can be found on the [Installing Software on Office Computers](#) page.

1. Access the *Applications* folder by clicking the **Finder** icon in the bottom left corner.



2. Click **Go** on the menu bar at the top of the screen.
3. Select **Applications** from the drop-down list.
4. Scroll down in the Applications list and click the **Self Service** icon.



A log in window will appear.

NOTE: When installing network printers through Self Service, it is necessary to log in rather than use the "log in anonymously" option. If you log in anonymously, none of the proper printers will appear within Self Service.

5. All relevant network printers in the Self Service system should show up in the Self Service catalog. To install any of the printers, simply select the **Install** button under the printer. The printer will install automatically and be available for use immediately.

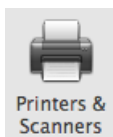


IP Address (Manual Installation)

If the printer you are looking to use is not available in Self Service, you may install it manually using the IP Address. The IP Address is a string of numbers separated by periods and is listed on the inventory sticker of each printer. In some instances, a printer may have a Vanity Name on the inventory sticker rather than an IP Address. If this is the case, the Vanity Name will be used instead of the IP Address

for these instructions.

1. Click the apple icon in the upper left corner.
2. Select **System Preferences** from the drop down list.
3. From the *Hardware* section, click **Printers & Scanners**.



4. Below the *Printers* list, click the plus  icon.

NOTE: If the padlock in the bottom left corner is locked, you will need to unlock it. You will need the Administrator's username and password to unlock the padlock.

5. Select the **IP** tab.
6. From the *Protocol* pull-down menu, select **Line Printer Daemon - LPD**.
7. In the *Address* text box, type in the IP address of the desired printer.

EXAMPLE: 012.34.56.789

NOTE: If your printer has a Vanity Name rather than an IP Address, enter that information in the Address text box.

8. Leave the *Queue* text box blank.
 9. In the *Name* text box, type in the appropriate printer name.
 10. (Optional) From the *Location* text box, type in the location.
 11. From the *Use* pull-down menu, select **Auto Select**.
The appropriate printer will automatically be selected.
 12. Click **Add**.
 13. Click **OK**.
 14. (Optional) Make sure the information on the *Setting up...* page is accurate, looking specifically for options such as Duplex Unit that may need to be checked.
 15. The printer is now installed and should appear in the *Printers* list on the *Printers & Scanners* window. If you want it to be set as your default printer, select it from the *Default printer* drop down list near the bottom of the window.
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