# Mac Wireless Printing Instructions

For quick and easy access to printing, please scan the barcode or copy and paste the provided link and follow the prompts.

In the event that the website is experiencing any issues, you have two options: you may visit the TRC (Technology Resource Center) or refer to the following instructions provided below.



The following set of instructions will guide you on how to manually add a printer, and gain access to the printers at SMSU.

Materials needed:

- A functional computer (specifically a Mac; refer to the other instructions if you have a different computer)
- Internet connection (specifically to SMSU network)

Note: Printing is supported on Mac OS X v10.11 to v10.13. Versions below this range are not supported. To check the version of your OS, click the Apple icon located at the top left corner of the screen, and select 'About This Mac'.

## **1.** Adding your preferred printer

1.1 The first step is to click the System Settings icon in the Dock.



If you are unable to find it on your Dock, click on the Apple icon located in the top left corner, and then select "System Preferences"

É	Finder	File	Edit	View	
About This Mac					
System Preferences					
App Store					
Recent Items >				>	
Force Quit Finder て合業の				C 合 器 り	
Slee	o				
Rest	art				
Shut	Down				
Lock	Screen			^#Q	
Log	Out Dagim	Jalleta	a	企 <mark></mark> 業Q	

### 1.2 From there, click on "Printers & Scanners."

•••	< >	iiii Syste	em Preferenc	ces	(	Q Search	
9	Dagim Ja Apple ID, iClou		op Store			Apple ID	Family Sharing
General	Desktop & Screen Saver	Dock & Menu Bar	Mission Control	Siri	Q Spotlight	Language & Region	A Notifications
Software Update Displays	Network	Bluetooth Battery	Sound C	Printers & Scanners	Keyboard Contraction Time Machine	Trackpad Constanting Startup Disk	x Mouse
Java	K MySQL						

### 1.3 Click on the "+" button to add the printer.

••• < > == =	Printers & Scanners	Q Search
Printers CE_AOS • Idle DGSSC_IL224 • Idle HealthServices • Idle Lib2Floor • Idle Lib3Floor • Idle Lib5Floor • Idle Lib5Floor • Idle	Kind: Status:	CE_AOS Open Print Queue Options & Supplies Commons East AOS area PaperCut-AirPrint Idle er on the network Sharing Preferences
$\smile$	Default printer: Default paper size:	Last Printer Used 🗘 (?)

1.4 Hold down the "Control" key and right-click on the blank space to the right of the Windows icon. Then, select "Customize Toolbar."

	/	Add Pr	inter		
	Icon and Text ✔ Icon Only	A		٢ ٢ ٢	
	Text Only				
	Use Small Size				
-	Customize Toolbar				
<u> </u>					

1.5 Drag and drop the advanced icon to the tool bar.

	Add Pi	rinter	
	6	r <sup>\$</sup> \$	
Drag your favorite items	into the toolbar		
Windows Space	IP Flexible Space	Default	Advanced
or drag the default set	into the toolbar.		
Default IP Windows			
Show Icon Only	ᅌ 🗌 Use small size		Done

1.6 For the prompt that follows, please copy and paste the text.

Type: "Windows printer via spools" (select from the drop down options)

Device: Default (Another Device)

URL - smb://prtsrv01/(Printer Name) you're trying to print

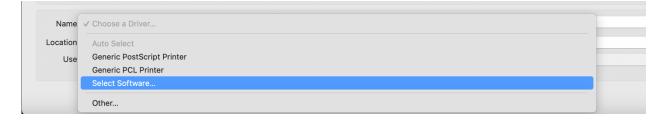
Example - smb: //smsuprt01.smsu.edu/Lib2Floor

1.7 Choose Name: Type Printer Name (Example: Lib2Floor)

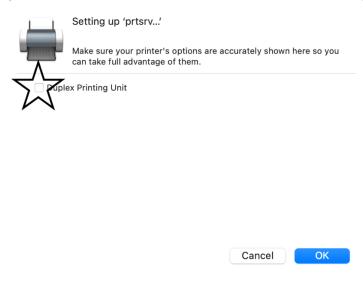
Print Using: Choose Generic PostScript Printer for the correct driver.

	Add Printer
Type:	Windows printer via spoolss
Device:	Another Device
URL:	smb://prtsrv01/Lib2Floor
Name:	prtsrv01 2
Location:	
Use:	
	The selected printer software isn't from the manufacturer and may not let you use all the features of your printer.
	Add

**Note:** If it is a color printer, click on "Choose a Driver," then select "Select Software." In the filter, type in "HP LJ 300-400 color MFP M375-M475" and click "OK."



#### 1.8 Please check the Duplex Printing Unit and click OK.



## **2.** Printing a document

2.1 If you're using word Click File > Print

2.2 Hover over the Printers to locate the dropdown menu, then click on the recently added printer.

