

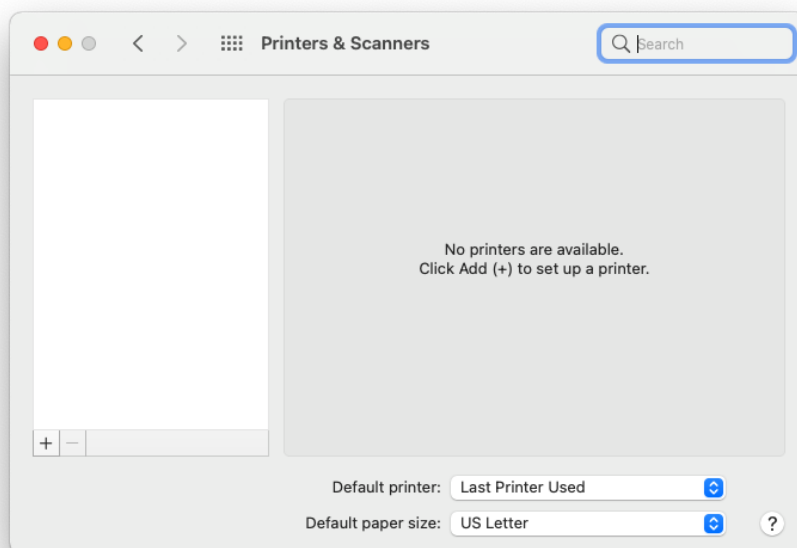
# Mapping a Networked Printer – CMP Dept

## macOS

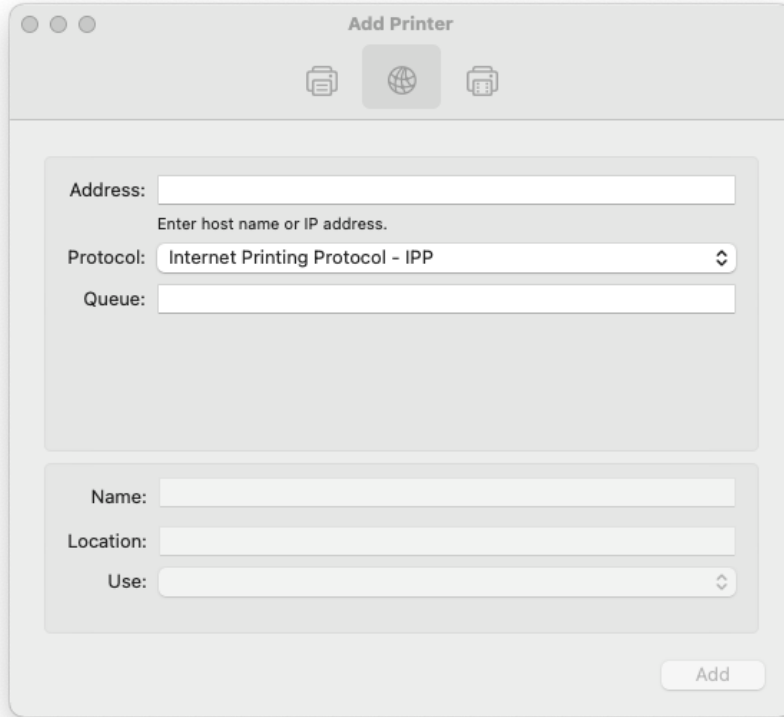
1. Open System Preferences, either by clicking the gear icon in the Dock or by clicking the Apple menu in the top-left corner > System Preferences.



2. In System Preferences, click "Printers & Scanners."
3. On the left-hand side of the window, under the list of printers, click on the plus (+) icon to add a printer.

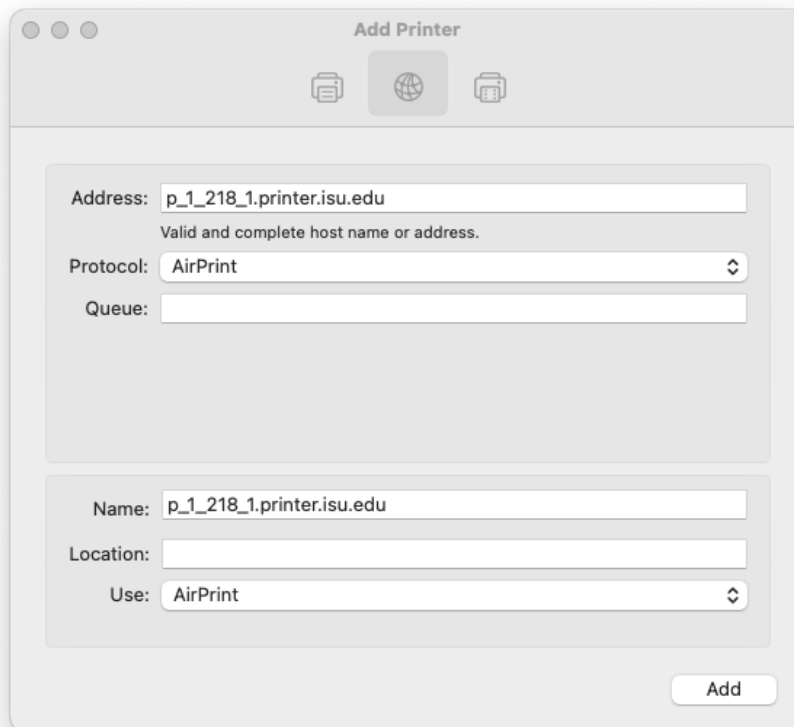


- Click on IP (the globe icon) at the top of the pop-up window.



The screenshot shows the 'Add Printer' window with three printer icons at the top. The middle icon, representing a globe (IP), is highlighted with a dark grey background. Below the icons, the 'Address' field is empty, with the placeholder text 'Enter host name or IP address.' The 'Protocol' dropdown menu is set to 'Internet Printing Protocol - IPP'. The 'Queue' field is empty. In the lower section, the 'Name' field is empty, the 'Location' field is empty, and the 'Use' dropdown menu is empty. An 'Add' button is located at the bottom right.

- In the Address field, enter the printer Hostname or IP Address.

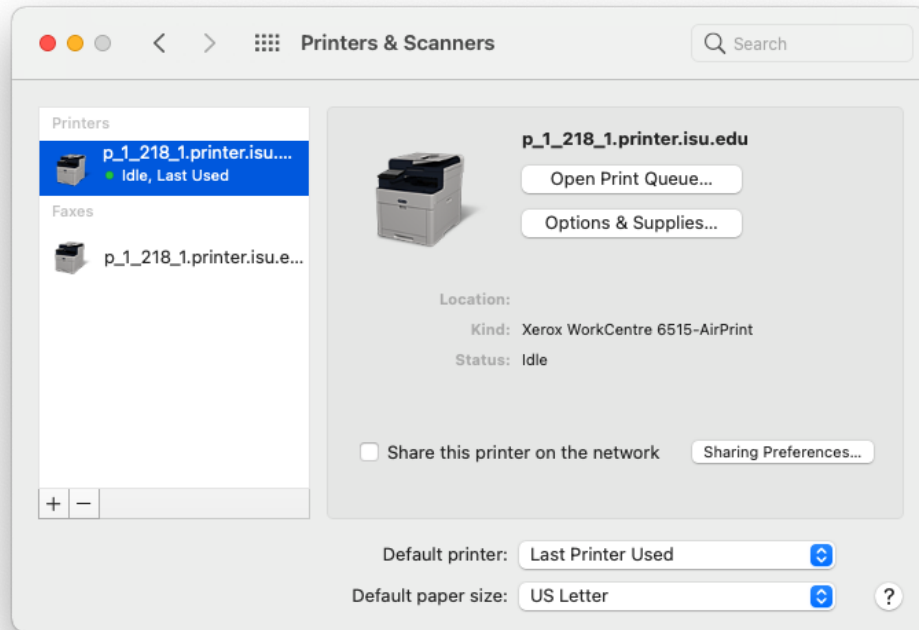


The screenshot shows the 'Add Printer' window with the same three printer icons at the top. The middle icon (globe) is still highlighted. The 'Address' field now contains the text 'p\_1\_218\_1.printer.isu.edu', with the placeholder text 'Valid and complete host name or address.' The 'Protocol' dropdown menu is now set to 'AirPrint'. The 'Queue' field remains empty. In the lower section, the 'Name' field now contains 'p\_1\_218\_1.printer.isu.edu', the 'Location' field remains empty, and the 'Use' dropdown menu is now set to 'AirPrint'. An 'Add' button is located at the bottom right.

6. The protocol needed varies by printer, but Air print works most of the time.
7. After your Mac has communicated with the Printer and the "Use" field is populated with a driver, give the printer a name.
8. Click Add.

To print a test page to verify successfully adding the printer:

1. From the "Printers & Scanners" page of System Preferences, double-click on the printer.



2. The printer's app will open. From here, you can also use the Scan and Fax options on the printer, as well as see the printer's supply levels and queue.
3. With the printer app open, in the Menu bar at the top of your screen, click Printer.
4. Click "Print test page."

