Mapping a Networked Printer – Psych 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.



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

0	Add Printer
Address:	
	Enter host name or IP address.
Protocol:	Internet Printing Protocol - IPP
Queue:	
Name:	
Location:	
Use:	\$
	Add
	Add

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

HP LaserJet 4350n: **p_63_430_01.printer.isu.edu** HP OfficeJet Pro 8025: **p_63_430_02.printer.isu.edu** HP LaserJet Pro M402dn*: **p_63_430_03.printer.isu.edu** *Psychology Clinic Network Only

	Add Printer
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Address:	n 1 218 1 printer isu edu
Addie55.	Valid and complete host name or address.
Protocol:	AirPrint 🗘
Queue:	
Name:	p_1_218_1.printer.isu.edu
Name: Location:	p_1_218_1.printer.isu.edu
Name: Location: Use:	p_1_218_1.printer.isu.edu AirPrint

- 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.

• • • < > :::: Pri	nters & Scanners	Q Search
Printers p_1_218_1.printer.isu p_1_218_1.printer.isu Faxes p_1_218_1.printer.isu.e	p_1_218_ Open Option	1.printer.isu.edu Print Queue s & Supplies
	Location: Kind: Xerox Work Status: Idle	Centre 6515-AirPrint
+ -	Share this printer on the r	etwork Sharing Preferences
	Default printer: Last Prin Default paper size: US Lette	r Sed 📀

- 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."

