How do I install a network printer on my University Mac computer?

Tell Me

1. Click the Apple menu in the upper left-hand corner of the screen and select System Preferences
2. Click on Printers & Scanners
3. Click the + below the white box on the left
4. Click Add Printer or Scanner...
5. A list of available printers should display, select the one desired
6. If the desired printer doesn't display, click on the IP option at the top to add a different printer
7. Complete the printer configuration and click Add
   a. Address: IP Address of the printer
   c. Queue: (leave blank)
   d. Name: What would you like to call the printer?
   e. Location: Where is the printer located?
   f. Use: choose the model of the printer
8. Click Add
9. The printer setup is now complete. Be sure to print a test page to verify that it works

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