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
   b. **Protocol**: Internet Printing Protocol - IPP
   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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