Network Printer Installation in Macintosh

The following instructions require you to have the printer queue name for the Offset printer. You can get this from someone else in the department that uses the printer. The name will include the location, department and model of the printer. The model number is not the queue name.

You will also need to be an administrator on the computer in order to add a printer.



Connected to the Wireless Network?

You cannot print to a Drew network printer unless you are on the drew1x wireless network or plugged in with an ethernet cable.

Space in the queue name?

Queue names should NOT have any spaces, but if they do, replace the space in the name with "%20" (without quotation marks).

Before installing Sharp Copiers (This is required to use "finishing" options like hole punching and stapling)

- 1. Go to www.sharpusa.com
- 2. Click Support at the top and Product Downloads under Business Products Support?
- 3. Choose MFPs under Product Category
- 4. Select the model number of the Sharp Copier under Product
- 5. Change File Type to Drivers and Utilities
- 6. Click Search
- 7. Download the Mac OS Driver Package Software (make sure the Mac's OS is listed for compatibility)
- 8. Run the file downloaded and install the software for the appropriate Mac OS version
- 9. The Sharp driver will be available to select when choosing a driver in the steps below

For all Macs (not dependent on Drew domain)

These steps can be done on any Mac, even if it is not joined to the Drew domain. You can use either a wired connection or the drew1x wireless connection.

- 1. Open Terminal (you can use the spotlight search)
- 2. Type "cupsctl WebInterface=yes" and hit Enter
- 3. Enter administrator's username and password if prompted
- 4. Open the CUPS interface by going to http://localhost:631/ in a browser
- 5. Click on the Administration tab along the top.
- 6. Under Printers, click the Add Printer button.
- 7. If prompted, enter the local account information for username and password. This user must be an Administrator. (This is your Mac username and password)
- 8. Scroll to the bottom and choose "Windows printer via spoolss", and click Continue.
- 9. In the Connection field, enter smb://offset.drew.lan/PRINTERNAME, replacing PRINTERNAME with the printer's shared queue name, then click Continue.
- 10. Fill in a name for this printer in the Name field, such as "HelpdeskBW" or "HPLaserJetRoomBC8." You cannot use spaces, slashes (/ or \) or the pound sign(#). If you cannot think of one, the printer queue name will work. Click **Continue**.
 - a. If you fill in a name that isn't accepted, you will see an "Add Printer <entered name> Error" with an explanation. Use the back button and try a new name.
- 11. Description and Location can be left blank. "Share This Printer" should not be checked. Click Continue.
- 12. In the "Make" list, choose the brand of printer. If you do not have the proper driver, or you do not know if you have the proper driver, choose "Generic." Click **Continue**
- 13. In the "Model" list, choose the specific model of your printer, or the suggested driver model on your printer's manufacturer's website. If you chose "Generic," choose Generic PostScript Printer
- 14. Click Add Printer. On the next page, you can either change the default options on your printer (such as enabling Duplex), or just click Set Default Options.
- 15. You will see a confirmation page about the printer settings, and will then be taken to a status page for the installed printer (on the Printers tab).

The printer is installed. Since it is a network printer, you will have to provide uLogin credentials before you are able to print:

1. Click System Preferences (or Settings)

- 2. Click Printers & Scanners
- 3. The printer you just added will be listed under Printers on the left. Double click it.
- a. Note: If the printer is listed in the main part of the window, single click it and click the Printer Queue button
 4. In the menu at the top of the screen, click **Printer**
- 5. Click Print Test Page

6. The print job will pause. In the window that opened for the printer, you will see "testprint" and it will say "Hold for Authentication". Click that job name.

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Pause S	Settings	
	testprint	
		80
	Hold for Authentication	

- 7. Click the Jobs menu, then Resume Job
- Enter your uLogin credentials and click Remember this password in my keychain so you don't have to type it every time you print

 Note: If you make a mistake entering your credentials, you will not be able to print until you have cleared the keychain. The keychain should be stored using the name you gave the printer.
- 9. Click **OK** and the job will print

The printer is installed and ready to use.

For Macintosh computers joined to the Drew domain:

These steps will only work on a Mac that is joined to the Drew domain. You can use either a wired connection or the drew1x wireless connection.

1. Navigate to the Apple in the top left corner of your screen and click on System Preferences.

2.	Select Printer	rs & Scanners	;					
	•••			System P	references		Q Search	8
	General	Desktop & Screen Saver	Dock	Mission Control	Language & Region	Security & Privacy	Spotlight	Notifications
	CDs & DVDs	Displays	Energy Saver	Keyboard	Mouse	Trackpad	Printers & Scanners	Sound
	iCloud	Internet Accounts	Extensions	Network	Bluetooth	Sharing		
	Users & Groups	Parental Controls	App Store	Dictation & Speech	Date & Time	Startup Disk	Time Machine	Accessibility
	Profiles							
3.	Click on the +	to add a new	printer.					
	• • •	<>		Printers 8	Scanners		Q Sea	rch
					No printer Click Add (+)	rs are availa to set up a	ble. printer.	
				Default pr	inter: Last Pr	inter Used		0
			[Default paper	size: US Let	ter		0

4. In the new window, the network printers should appear under the first tab that is automatically selected. You can scroll to find the printer or search for the printer by the printer queue name.

5. Once you have found the printer, select it and change the driver to Generic PostScript Printer, then select Add.

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Name	-			 Kind 	٦
OFFSE	T-eos	s_lc59_SharpCopier		Open Directory	
OFFSE	T-ut_	LC50_hpoj3030		Open Directory	
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	Llov	Conorio DootCo	rint Drintor		
	Use	e: Generic PostSci	npt Printer		
		The selected printer	sortware isn't from the man	ufacturer and may not let	
		you use all the featu	res of your printer.		
				Add	>

For Macintosh computers not joined to the Drew domain: These steps will work on a Mac that is not joined to the Drew domain. You can use either a wired connection or the drew1x wireless connection.

1. Open System Preferences

2. Click on Print & Scan.

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Desktop & Gereen Saver	Dock	Mission Control	Language & Text	Security & Privacy	Spotlight	Universal Access
Displays	Energy Saver	Keyboard	Mouse	Trackpad	Print & Scan	Sound
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MobileMe	Network	Bluetooth	(Note: Sharing			
Parental Controls	Date & Time	Software Update	Speech	() Time Machine	Startup Disk	
Flip4Mac WMV	🥸 Growl	LinkScanner Settings	MacFUSE	Microsoft Keyboard	Microsoft Mouse	SageTV
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3. Click the (+) on the bottom left to add a printer.

Printers	Canon i350
Canon i350 • Offline	
Canon i80	Open Print Queue
HP DESKJET 960C	Options & Supplies
HP DeskJet 960C	Location:
PL203 Laserlet	Kind: Canon i350
Idle, Last Used	Status: Offline
PL312 LaserJet	
PI 312 Laserlet	
e Idle	Share this printer on the network Sharing Preferences
+)-	A Printer sharing is turned off.
D	efault printer: Last Printer Used 🗘
Defau	lt paper size: US Letter 💠

4. A new window will appear. Right click the toolbar at the top of the window. Select Customize Toolbar...

Name: No Selection Location: No Selection Print Using: +	ult Fax	P Windows	 Icon and Text Icon Only Text Only Hide Toolbar Use Small Size Customize Toolba 	Son th	
Location: No Selection Print Using:	Name:	No Selection	1		
	Location:	No Selection	1		Å

5. Drag the "Advanced" icon into the toolbar to the right of the Windows icon. Click Done. Now click Advanced.

000	Add Printer	
Default Fax IP Wind	dow Search	
Drag your favorite items into th	he toolbar	
Fax Advanced Default	IP Windows Search Space	Flexible Space
or drag the default set into the	he toolbar.	
Default Fax IP Windows	Q. Search	
Show Icon and Text 💠 🗌	Use small size	Done
		Add

6. From the Type drop-down menu, select Windows printer via spoolss.

1	EPSON FireWire
	Fax
	Internet Printing Protocol
	Internet Printing Protocol (http)
	Internet Printing Protocol (https)
	Internet Printing Protocol (ipps)
	Jetdirect
	LPD/LPR Host or Printer
	Windows printer via spoolss

7. Using the following format enter smb://offset.drew.lan/<PRINTERNAME>, replacing <PRINTERNAME> with the printer's queue name, then click Continue.

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fault Fax	IP Windows Advanced	Search
Type:	Windows printer via spoolss	\$
Device:	Another Device	*
URL:	smb://tp1/ <share name=""></share>	
Name:		
Location:		
Print Using:	Choose a Driver or Printer Model	Å
		Add

8. Fill in the Name and Location fields with what you would like.

	Add Printer	
Default Fax	IP Windows Advanced	Search
Type	: Windows printer via spoolss	\$
Device	: Another Device	*
URL	: smb://tp1/PL203P01	
Name	: PL203 LaserJet	
Name	:: PL203 LaserJet ::	
Name Location Print Using	PL203 LaserJet	÷
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Name Location Print Using	PL203 LaserJet	\$
Name Location Print Using	PL203 LaserJet Choose a Driver or Printer Model	¢
Name Location Print Using	PL203 LaserJet	¢

- Under the Print Using drop-down menu, click on Generic PostScript Printer.
 After the correct software is selected, click Okay and then Add and then Okay.
 You should have the printer correctly installed now.

Since this is a network printer, you will have to provide uLogin credentials (your Drew username and password) before you are able to print. You can enter your **uLogin credentials** and click **Remember this password in my keychain** so you don't have to type it every time you print. Just keep this in mind when you change your password.

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