

# 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.sharppusa.com](http://www.sharppusa.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)

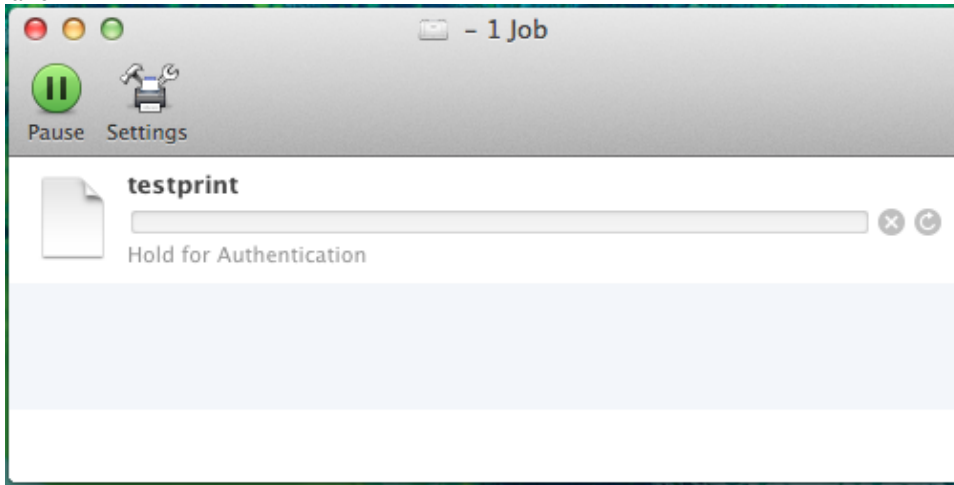
*These steps can be done on any Mac, even if it is not joined to the Drew domain. You can use either a wired connection or the drew1x wireless connection.*

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.ian/PRINTERNAME](http://smb://offset.drew.ian/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.



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

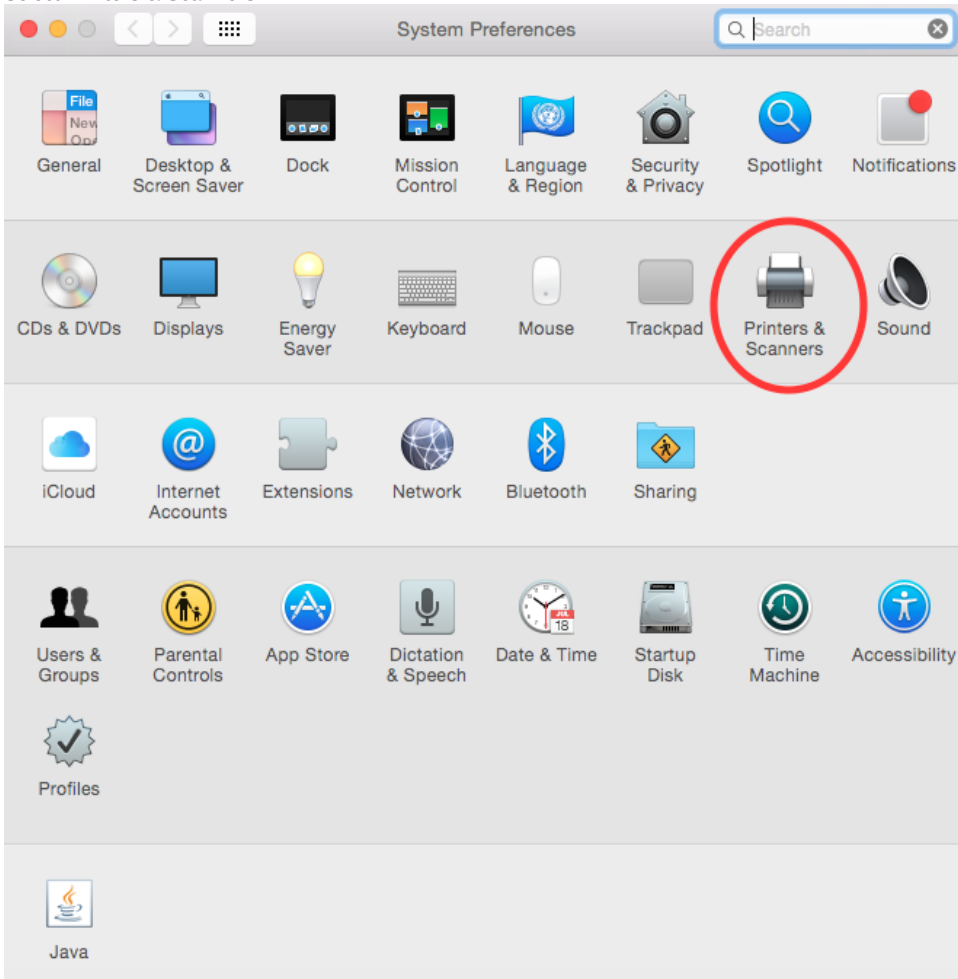
The printer is installed and ready to use.

### **For Macintosh computers joined to the Drew domain:**

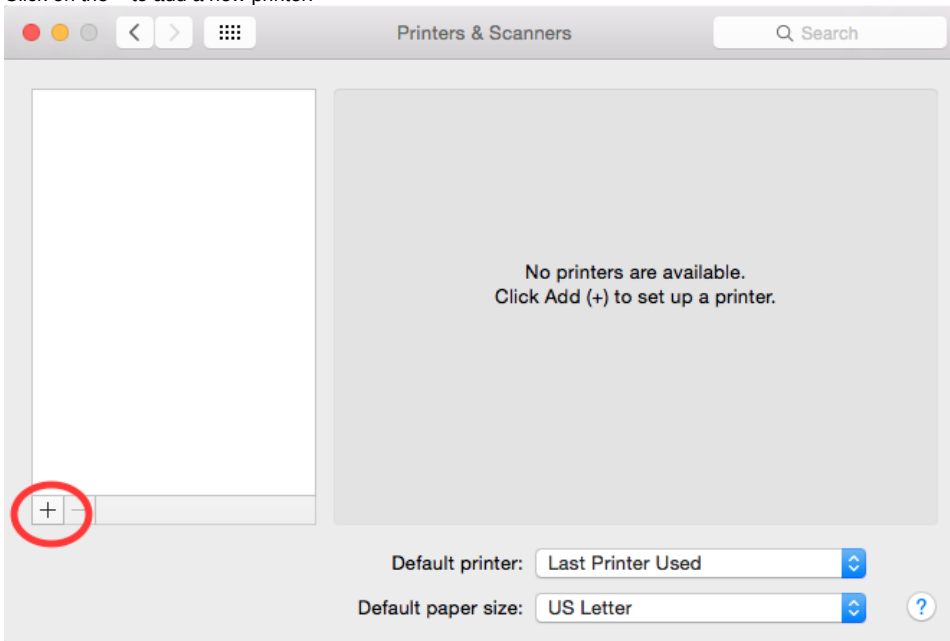
***These steps will only work on a Mac that is joined to the Drew domain. You can use either a wired connection or the drew1x wireless connection.***

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

2. Select **Printers & Scanners**

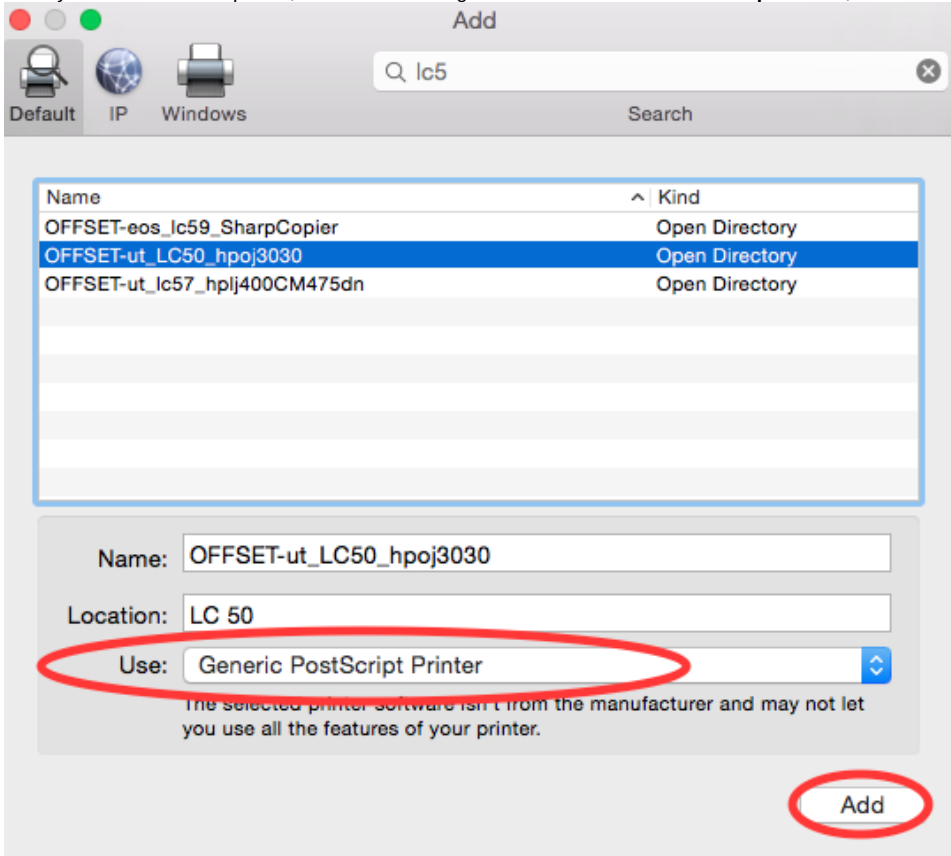


3. Click on the + to add a new printer.



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 queue name.

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

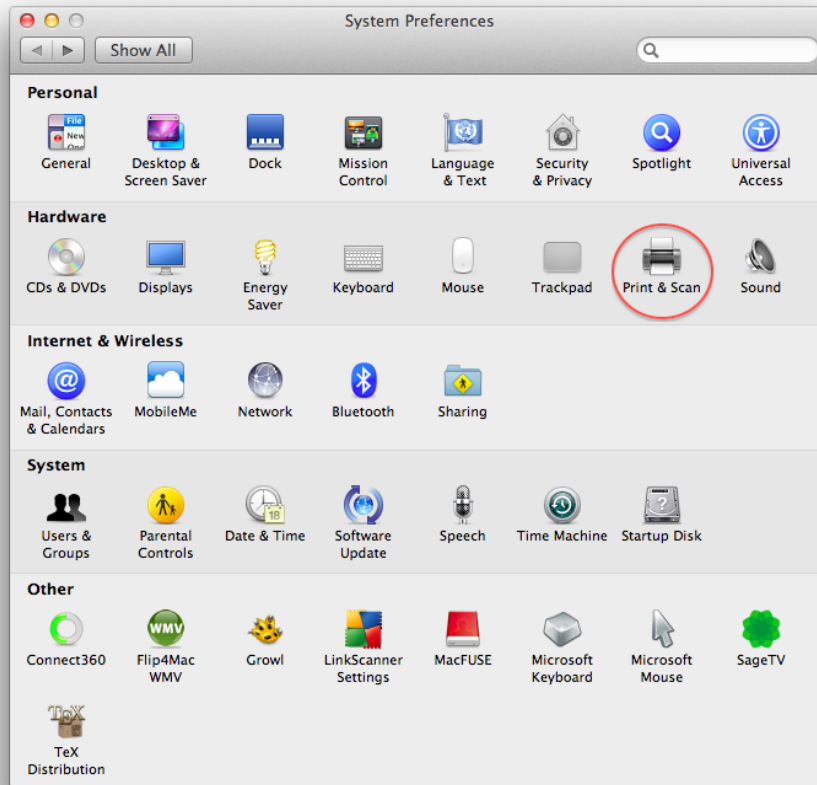


### For Macintosh computers not joined to the Drew domain:

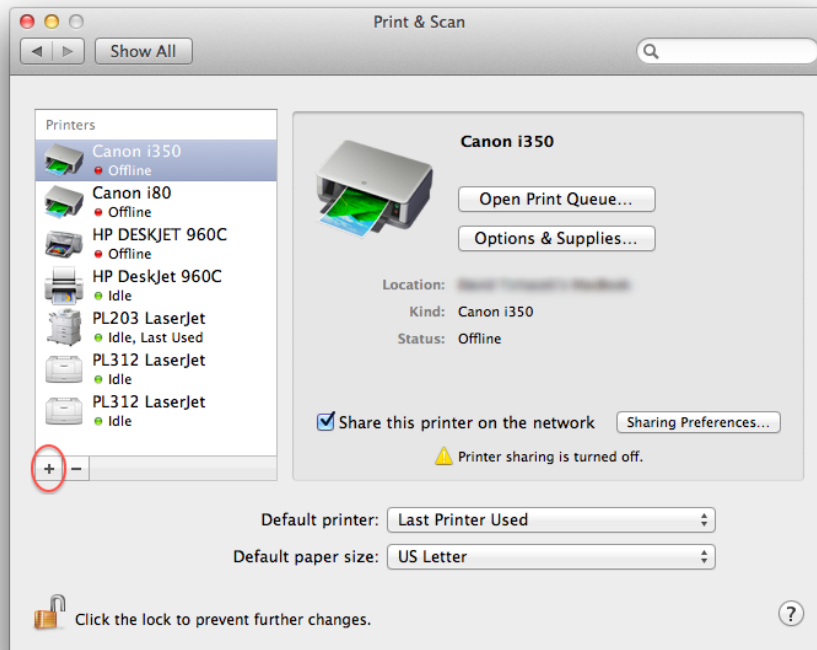
*These steps will work on a Mac that is not joined to the Drew domain. You can use either a wired connection or the drew1x wireless connection.*

1. Open System Preferences

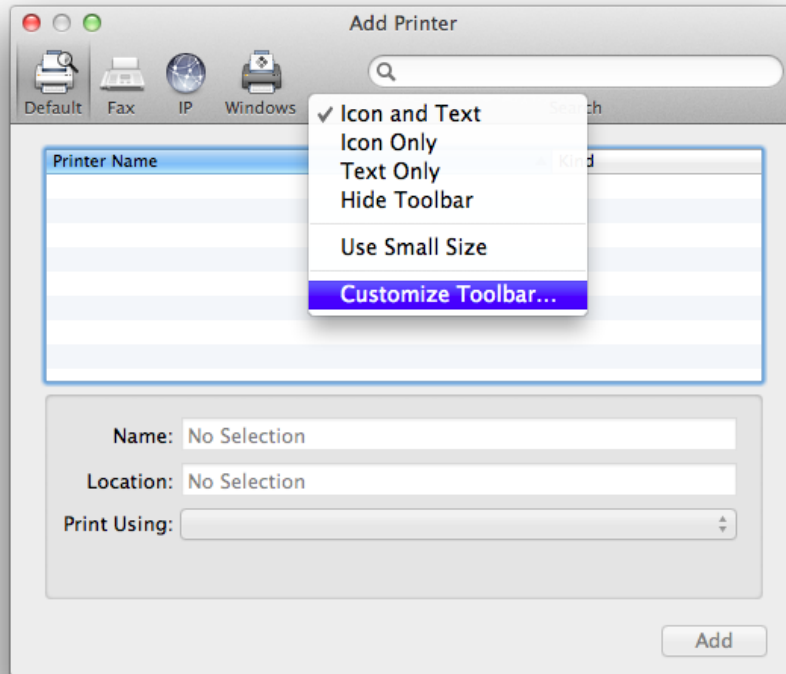
2. Click on **Print & Scan**.



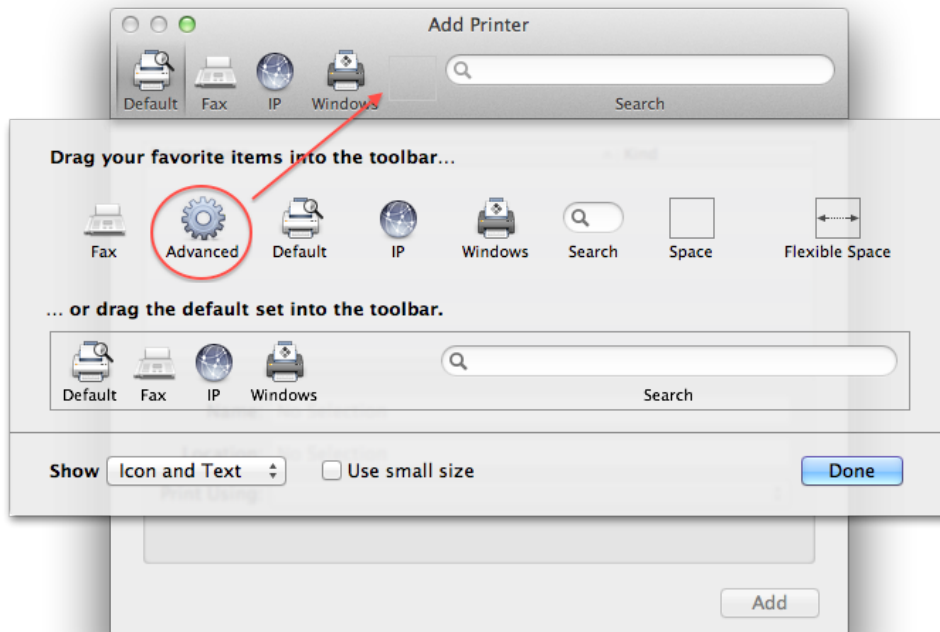
3. Click the (+) on the bottom left to add a printer.



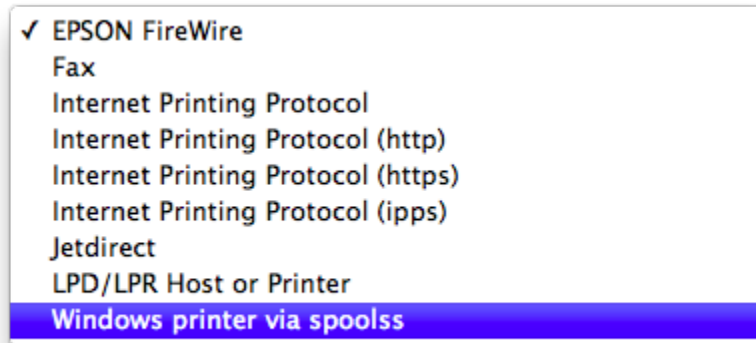
4. A new window will appear. **Right click** the toolbar at the top of the window. Select **Customize Toolbar...**



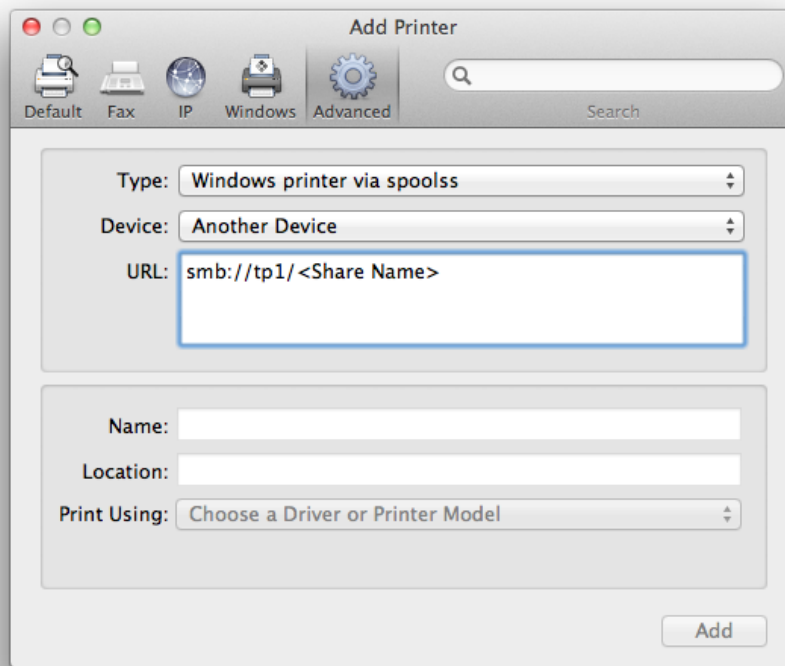
5. Drag the "Advanced" icon into the toolbar to the right of the Windows icon. Click **Done**. Now click **Advanced**.



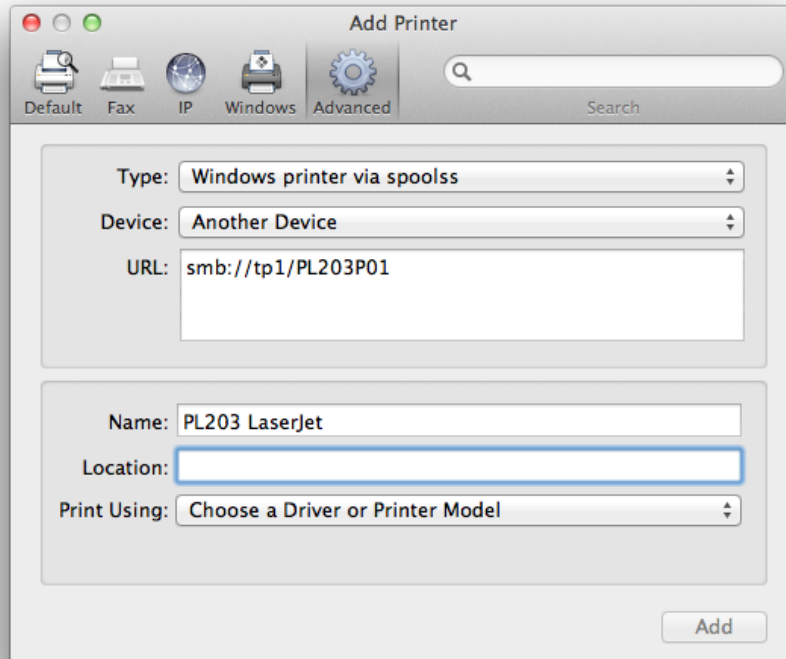
6. From the **Type** drop-down menu, select **Windows printer via spoolss**.



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



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



9. Under the **Print Using** drop-down menu, click on **Generic PostScript Printer**.

10. After the correct software is selected, click **Okay** and then **Add** and then **Okay**.

11. 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.

Reviewed June 5, 2023