Installing Wireless Printing – Macintosh

1) Open ‘System Preferences’ by clicking on the icon in the Dock or by clicking the Apple icon in the top left most corner of the screen.

2) Click on ‘Print and Fax’
3 ) Click the ‘+’ sign below the list of printers

4 ) Fill out the information as in the picture below, replacing the names in Queue, Name, and Location as appropriate:
List of Queue’s:

- Business School RM225 B&W
- Business School RM225 Color
- CUE RM132 B&W
- Library Info Cafe B&W
- Library Info Cafe Color
- Library Level B Lab
- Music Library B&W
- Pharmacy Library B&W
- Stamford Library B&W
- Trecker Library B&W
- Waterbury Library B&W

5 ) Click the check box allowing Duplex (double sided) printing.

6 ) Test the printer! Attempt to print a document by sending a print job to the newly added printer and checking to see if it appears in the queue. Your Macintosh print outs will not prompt you to name your document, however it will say the ‘User’ is the username for your Mac login.