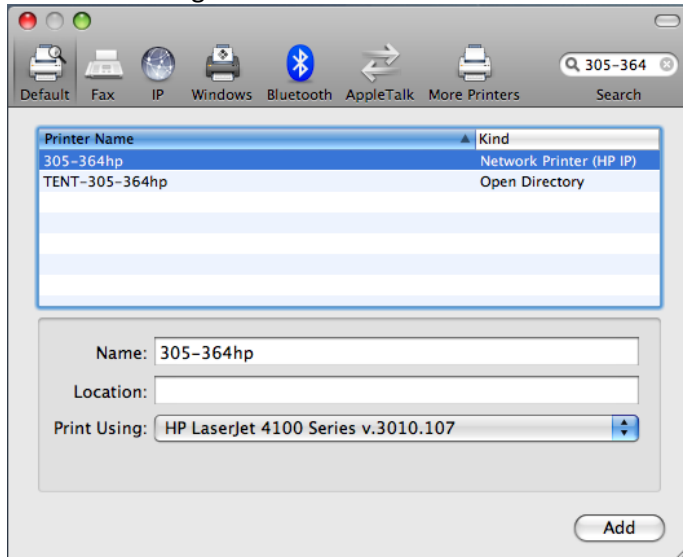




Faculty/Staff Printing on campus for Mac OS 10.5 or 10.4

1. Open the Apple Menu (top left part of the screen) and click on “System Preferences...”
2. Click the “Print & Fax” icon.
3. Click on the “+” symbol on the bottom left hand section of the window
4. If you know the printer’s name (i.e. 305-364hp) select the Default Tab and type its name into the **Search** field on the left top side of the window, select it from the list and click the “Add” button in the bottom right hand corner of the window.



If you can't find your printer select the **IP Tab (IP Printing in 10.4)** and type the printers IP address into the **Address** field. If you don't know your printer's IP address contact the helpdesk (6300) for help with finding out this information. The rest of the information should fill out automatically when you enter the IP address. Then click the “Add” button in the bottom right hand corner of the window.

