How To Setup A Network Printer On A Mac:

1. Select “System Preferences” from the dock, or click on the Apple logo in the upper left hand corner of the screen and select “System Preferences” from there.

2. In the System Preferences pane select the “Print & Fax” icon in the Hardware Row.

3. Once the Print & Fax pane is up, click the “+” box in the lower left corner of the printers list to add a printer.
* For printers with Static IP Addresses, skip to step 5.

4. On the default tab of the Add Printer pane you will see a default list of network printers that are available to add via bonjour (a network protocol developed by Apple to find devices). Typically the printers are listed by their make/model and have the MAC Address listed in parenthesis beside it. The list includes all network printers in a specific building along with people’s personal shared printers. For printers that have not been assigned Static IP Addresses yet, this list is your best bet for finding a new printer over the network, but is not guaranteed to detect the new printer. If your printer does show up on the list, then select that printer and click on the “Add” button in the lower right hand corner of the window. * For driver details, skip to step 8.
5. If the new printer has been assigned a Static IP Address, click on the “IP” Tab of the Add Printer pane.
6. In the “Protocol” drop down list, select “Line Printer Daemon – LPD”.

7. In the Address box enter either the Static IP Address of the printer, or the DNS hostname of the printer. Leave the Queue box blank (default), unless you are trying to reach a queue on another server in which case you will need to know the name of the queue on that server. In the Name field, generally put the printer make and model. For location put the building and room number of the printer.

* IP Address example
8. Mac OS X comes with many printer drivers installed by default, so when you add a printer the system will automatically try to find an appropriate driver in its database to use. However, if it cannot find an appropriate driver, you will see in the Print Using box that the system opts to use a “Generic PostScript Printer” driver, meaning that it has a generic driver that should work with most any printer. This driver will work fine for most users; however it generally lacks certain features such as two sided printing, stapling, etc. If you are okay with using the generic driver simply select it and click on the “Add” button in the Add Printer pane. * If you require the official driver for a printer, skip to step 10.
9. For Snow Leopard Users (Mac OS 10.6), there is a new feature that automatically searches for new printer drivers via software update. After adding a new printer, run software updates and see if it finds a new driver. Just click on the Apple logo in the upper left corner of the screen and select "Software Update".
10. If software update was not able to find a driver for your printer, you may have to manually download the driver from the printer manufacturer’s website and manually install it yourself. Once you have downloaded and installed a driver, return to the Add Printer pane. Choose the network printer just installed and click on “Select Printer Software” from the Print Using drop down box. This will bring up the Printer Software pane that will allow you to find the driver you installed and apply it. If you still can’t find your driver, click on “Other” in the Print Using drop down box and guide the system to your downloaded driver.
If you added the printer with the generic driver before downloading and installing the official driver and would like to go back to change the driver already installed, then simply go back to System Preferences, Print & Fax, and select the printer from the list that you would like to change, click on the “Options & Supplies” button, and select the “Driver” tab. Choose “Select Printer Software” from the print using drop down box and install the new printer driver.

11. You’re done!

12. If you would like to print a test page just click on the “Open Print Queue” button for the printer you want to run the test on in the Print & Fax pane. In the top menu bar of the screen click on “Printer” and then select “Print Test Page”.
