



# Printing to Public Printers from your personal computer: Mac OS 10.5

## Choosing a Printer

The following printers are available for public printing:

Location	Address	Queue	Model
Canaday A Floor Lab	publicprinting.brynmawr.edu	AA_Cdy_Lab_Pool	HP LaserJet 4250
Canaday 1 <sup>st</sup> Floor Pool A	publicprinting.brynmawr.edu	AA_Cdy_Ref_PoolA	HP LaserJet 4350
Canaday 1 <sup>st</sup> Floor Pool B	publicprinting.brynmawr.edu	AA_Cdy_Ref_PoolB	HP LaserJet 4350
Collier Lab	publicprinting.brynmawr.edu	AA_Col_Lab_Pool	HP LaserJet 4350
Guild Lab (black and white)	publicprinting.brynmawr.edu	AA_Gld_Lab_Pool	HP LaserJet 4350
Guild Color (50 cents/page)	publicprinting.brynmawr.edu	AA_Gld_Trinity_HP4700	HP Color LaserJet 4700
Carpenter Lab	publicprinting.brynmawr.edu	AA_Carp_Lab_HP4250	HP LaserJet 4250
Carpenter Library	publicprinting.brynmawr.edu	AA_Carp_Circ_Pool	HP LaserJet 4350
GSSW Lab	publicprinting.brynmawr.edu	AA_GSSW_Pool	HP LaserJet 9050

If you need to print from a personally-owned computer to a printer not listed above, please contact the Help Desk (x7440, [help@brynmawr.edu](mailto:help@brynmawr.edu)) for assistance.

## Installing the chosen Printer

Note: You must be logged on to your Mac with Administrator privileges to install a new public printer.

1. Under the Apple menu, open **System Preferences** and click **Print & Fax**. **Note:** If the padlock in the lower-left corner is closed, click it and enter the Macintosh administrator name and password.
2. To add a printer, click the + (plus) sign.
3. In the setup window, click the **IP** button in the bar at the top.
4. In the **Protocol** field, select **Line Printer Daemon - LPD** from the drop-down menu.
5. In the **Address** field, type the address for your desired printer (listed above).
6. The Printer Browser will indicate that it is verifying the address. If the print server is found, the Browser will state "Valid and complete address."
7. In the **Queue** field, type the queue name for your desired printer (listed above).
8. In the **Name** field, type a descriptive name for the printer (i.e., Guild Lab)
9. From the **Printer Using** drop-down menu, choose **Select a Driver to Use...**
10. In the search box, type the printer model (listed above). Click on the model name below the search box.
  - a. On occasion, the driver for the appropriate printer will not be available on your computer. If this is the case, Quit the Print and Fax utility, open a Web browser, and proceed to <http://www.brynmawr.edu/computing/docs/printdrivers> to download the correct driver.
  - b. After downloading the driver, the installer should launch automatically. If it does not, double-click the downloaded file to launch. Follow the onscreen instructions to install the driver.
  - c. Restart your computer. Start again from step 1 and the printer driver will be found..
11. Click **Add**.
12. **Note:** After clicking **Add**, a window of Installable Options for the printer may be displayed. Check these as appropriate for the printer, especially if it will print Duplex (as most of our public printers will), then click **Continue**.
13. You may add other printers by clicking the + (plus) sign in the Print & Fax window, or quit System Preferences.