

# OS X TIGER: Using Network Printers

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Special thanks to Bill Gray for helping me with this.

All printing on campus is moving to iPrint. That being said, this document is intended to help anyone who has enough privileges install printers into our new configuration. THIS DOCUMENT PERTAINS TO OS X TIGER (10.4) ONLY!

**Step 1.** Open the *System Preferences* and click on *Print and Fax*. *Print and Fax* is the second icon from the right under the *Hardware* section shown in figure 1.



figure 1

**Step 2.** When the next window opens make sure that the *Printing* tab is highlighted (this is normally glowing blue). Add a new printer by clicking on the plus ( + ) sign that is underneath the printer menu. This is illustrated in figure 2.

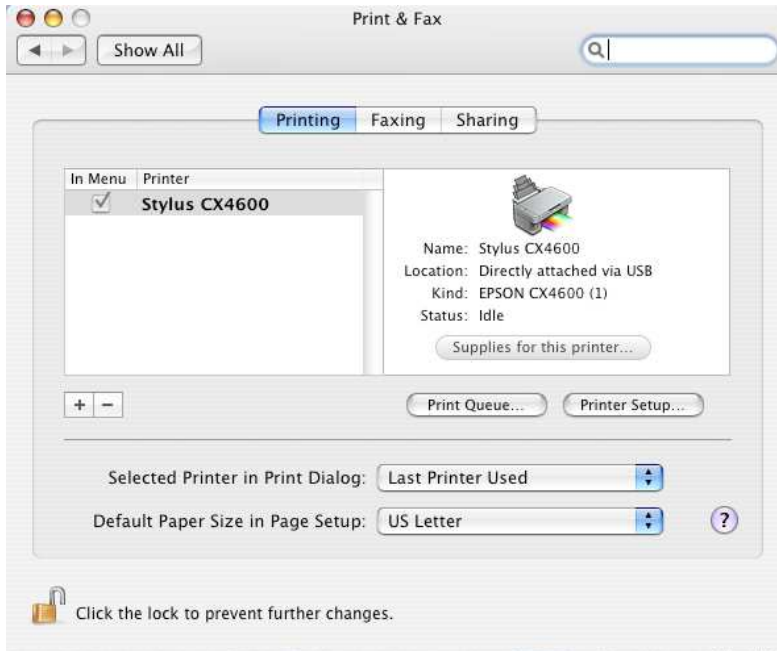


figure 2

**Step 3.** Select the *IP Printer* picture as shown at the top of figure 3. For the boxes shown in the picture enter the following data

**Address:** iprint.montclair.edu

**Queue:** You must enter the name of the queue that you will be using on iprint. The name is case sensitive and must be entered as such. If you do not know the name of the printer, go to <http://iprint.montclair.edu/ipp> and find the printer you want. Then enter the name exactly as it is shown on the web site.

**Name:** You can enter any name you want for the printer, but it may be wise to just name the printer after the queue so things don't get confusing for the users.

**Print Using:** Select the manufacturer of the printer, and then select the model type to set the correct driver.

When you have completed filling in the data click on the button *Add*.

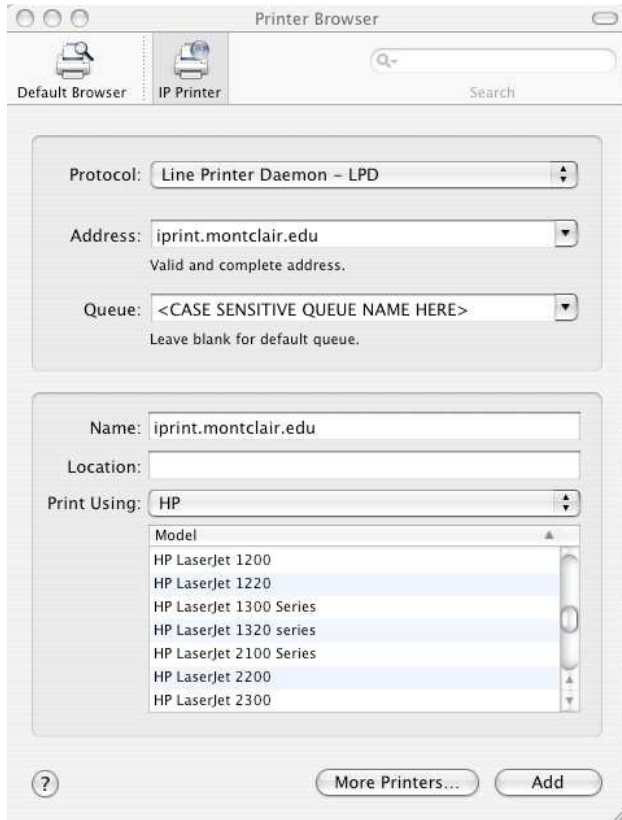


figure 3

**Step 4.** In figure 4 you will see that you have the option to configure the printer a bit. In most cases you can get away with just clicking *Continue*. But if you want things done right get a config sheet from the printer and fill in the values as appropriate.



figure 4