



Technology Integration & Instruction

Adding A Network Printer At School

Mac OSX v. 10.5

Note: These instructions are specific to OS X version 10.5 (Leopard). If you are using an older version of OS X, the process is similar but the individual steps will be different. Also, these instructions are specific to adding a network printer within the school – the steps to add a home printer may be different.

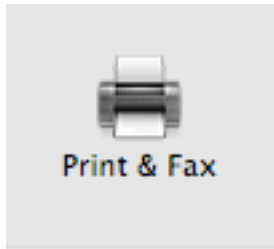
Step 1

Double-click on the "System Preferences" icon in your dock:



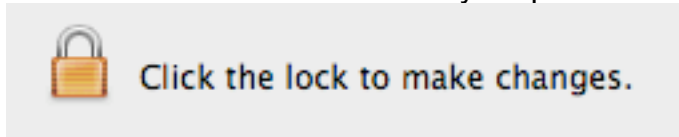
Step 2:

Double-click on Print & Fax:



Step 3:

Click on the lock icon and enter your password:



Step 4:

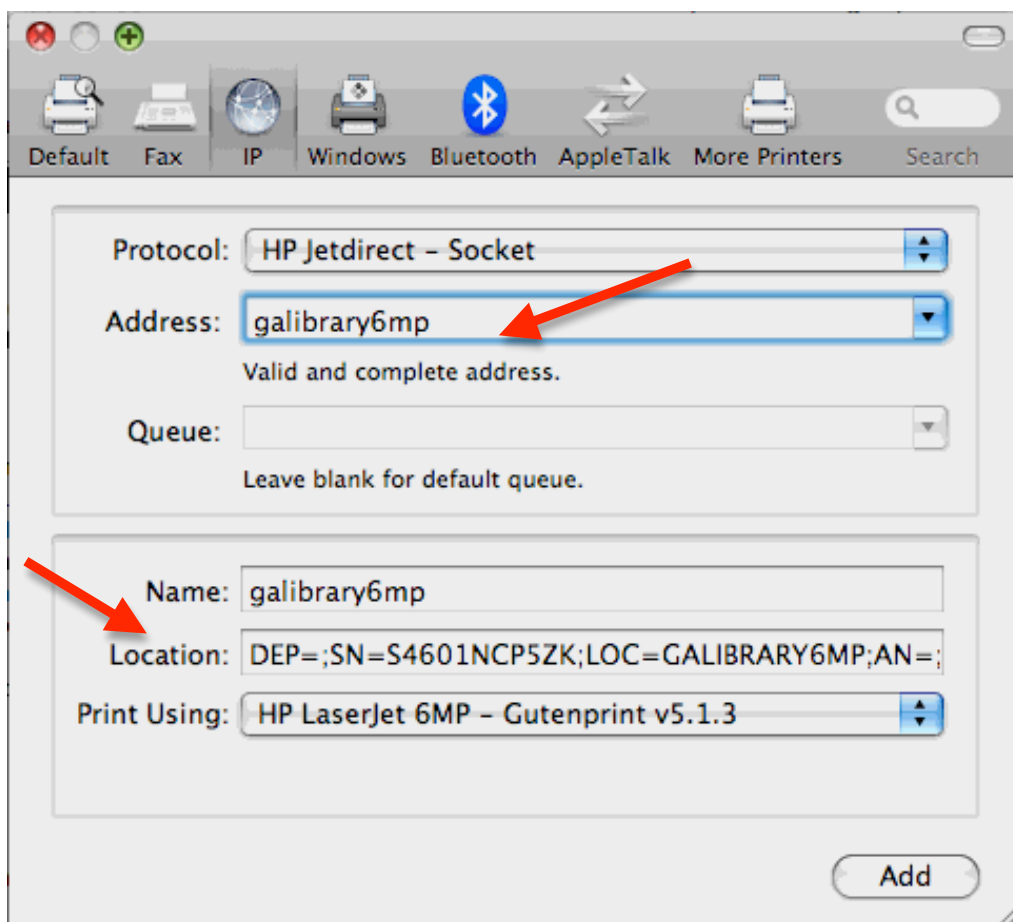
Click on the "+" button:



Step 5:
Select the "IP" icon:



Step 6:
Pull down the "Protocol" menu and select "HP Jet Direct - Socket"
Type the exact printer name in the Address box: printer names are found on the label affixed to the front of each printer.
NOTE: When you have typed a correct printer name, the message below the Address box will read, "Valid and complete address". If you do not see this message, you have not entered the printer name correctly.



Type a location description in the "Location" field (eg: "Conant Grade 1 Pod" or "Conant Mac Lab"). This can be anything you want. The printer model will appear in the "Print Using" menu. If it does not appear, pull down this menu and manually select the correct manufacturer and printer model.

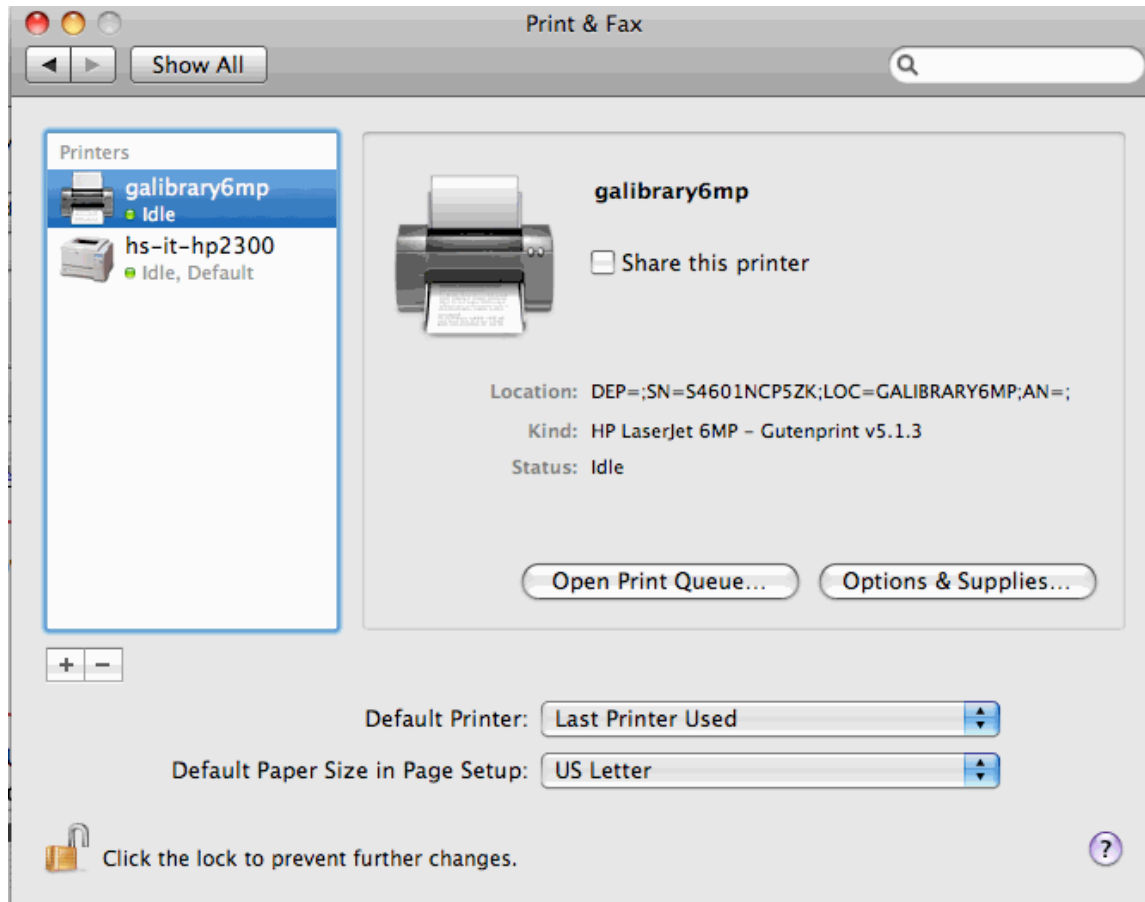
Step 7:

Click on "Add" and enter your password again

Step 8:

Your list of printers should now include the newly added printer.

If you want to make this new printer your default, click on the printer while holding the Control key down, then select "Set Default Printer".



Step 9:

Click the lock to prevent further changes and close out of "Print and Fax"