

**Installing a Network Printer on a Macintosh Computer**

Connect to the Internet, and VPN (if necessary). Please visit the printer manufacturer’s website and download the OS X drivers for your specific printer model. Once you have the correct drivers, follow the steps below:

Open System Preferences (one way is to click the Apple then System Preference)

Print and Fax.tiff

Within **System Preferences**, Select **Print & Fax**, located under **Hardware**.

Print and Fax Inside.tiff

On the leftmost side of the screen, select the plus sign (**+**) beneath the list of installed printers.

Add Printer.tiff

Select **IP** from the options at the top of the window.

The default Protocol is Line Printer Daemon – LPD. Leave this as is.

Add Printer Address.tiff

Under **Address**, enter the printer name in the format shown in the image: **prn9xxxxx.bumc.bu.edu**, where **9xxxxx** represents your printer’s number, located on the red or black or orange BUMC sticker on the device.

Many times your Mac will automatically determine the printer model. If not, manually select it from the “Print Using:” pop-up menu.

Click **Add.**

Success.tiff

You have successfully added the network printer! Your network printer will appear on the list of installed printers beneath any previously installed printers within the **Print & Fax** window.