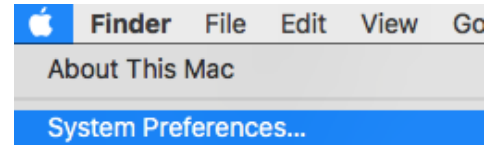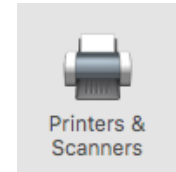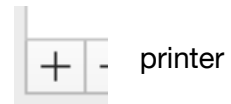How To Add A Printer (Mac)

1. Click on the Apple menu in the upper left corner, then click on System Preferences

2. Click on the Printers and Scanners icon

3. Click the plus sign (+) in the lower left corner of the menu to start the printer add process

4. A list of printers to choose from will be in the next menu. The name of the printer will begin with the server it is on, then you'll see everything named by building, room or location, and the model of the printer. For this example, the printer we have selected is called:

PRNTSERV02-BHSN-253-BioLab4700

In the "Use" dropdown, choose Select Driver. On the next screen, you can type in the number of the model. For this example, you'd search for 4700.

If you do not find the correct driver, you can always choose one of the generic drivers in the "Use" dropdown menu, and your basic printer functions should still work.

Then click the Add button in the lower right corner to finish the process.