Add Printer – Mac OSX 10.5 to 10.7

1. Navigate to “Print & Fax” or “Print & Scan” in System Preferences (click the Apple Logo in the upper left corner)
2. Click the “+” button.
3. Choose “IP” from the top of the “Add Printer” window.
4. Make the following selections:
   - Protocol: Line Printer Daemon – LPD or LPR/LPD
   - Address: gutenberg.campus.wm.edu
   - Queue: Check the printer’s label for the name of the queue. (e.g. swemicw)
   - Name & Location: Personalize for your needs
   - Print Using: Select the appropriate printer software for each printer. You may also try the “Generic PCL Printer” if needed.
   - Note: If printing to Ricoh printers in Landrum or Jamestown South, select “HP LaserJet Series PCL 4/5 ”.
5. Click “Add”, then “OK”.
6. To Print:
   - Print normally from document etc. to gutenberg or intrepid printer
   - Open a web browser to https://labprinting.wm.edu (Bookmark for future use!)
   - Logon with your WM username and password
   - Select your print job from the queue, then click “Print”

Note: The order or names of items may vary slightly between operating system versions.