

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:** gutenber.gcampus.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 gutenber 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.