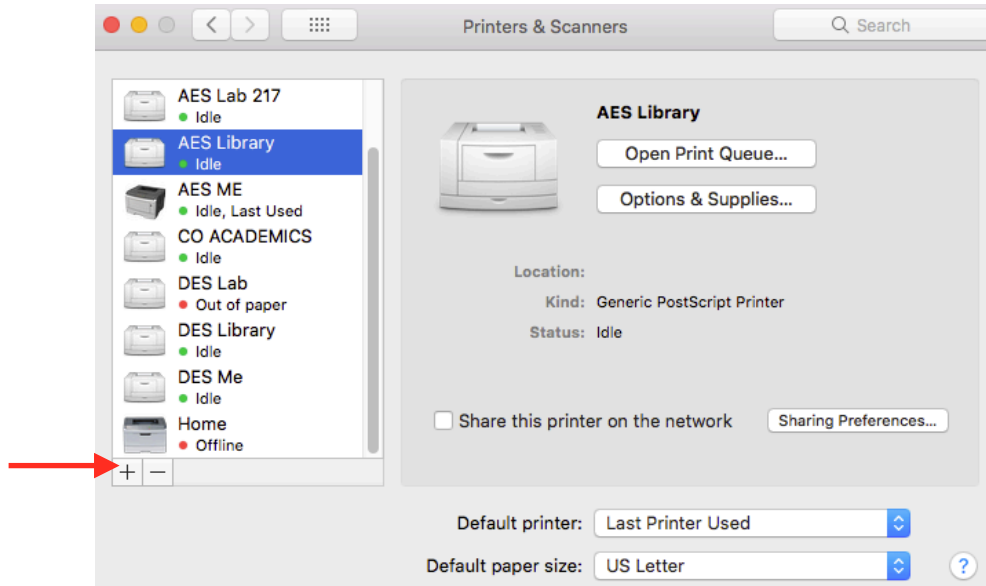


Adding a Printer

1. In the menu at the top, click **Apple > System Preferences**.
2. In the **System Preferences** window, select **Printers and Scanners**.
3. Click the **“+” (add) button** to add a printer. (Use the **“-” minus button** to delete a printer.)



4. In the Add window that appears, do the following.
 - a. Click on **IP**.
 - b. In the **Address field**, type in the **IP Address** of the printer. (the address below is only an example)
 - c. In the **Protocol field**, leave it as **Line Printer Daemon-LPD**.
 - d. In the **Name field**, type in the room number of the printer.
 - e. In the **Location field**, this may automatically fill in. If it does not, leave it blank.
 - f. In the **Use field**, choose **Generic PostScript Printer**.
 - g. Click the **Add** button.

