

# PCS Public Printing from Mac 10.5 Leopard Setting Up Printers

## 1. **Must Do First:**

Visit the <http://www.virginia.edu/uvaprint/laptoplist.pdf> for a complete list of the public printers and make a note of the **Location, Print Server IP Address, Queue/Printer Name and Printer Model** that you wish to use. You will need this information to properly add the printer to your "Printer List".

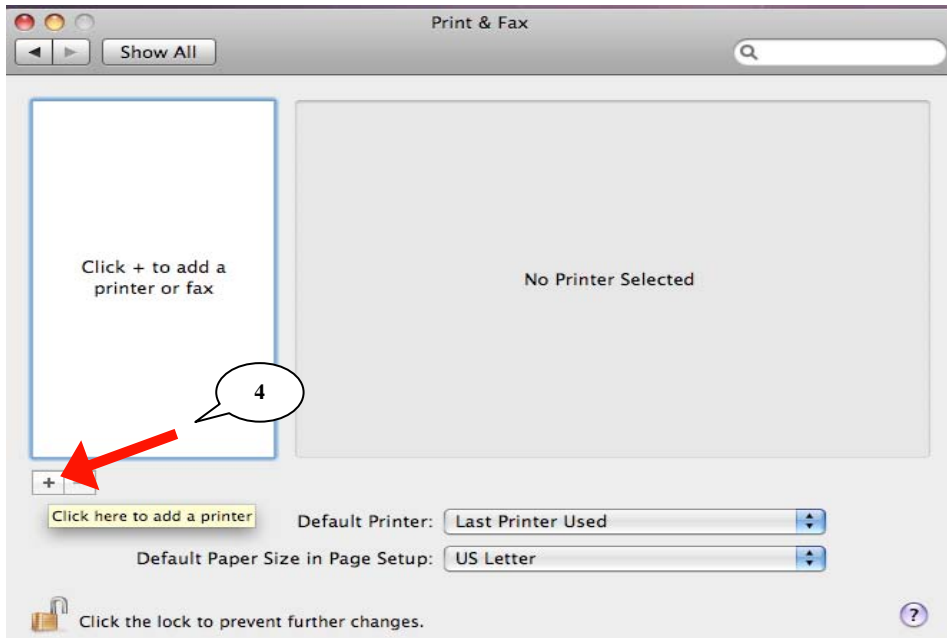
## 2. Click on **Apple icon** then select **System Preference**.



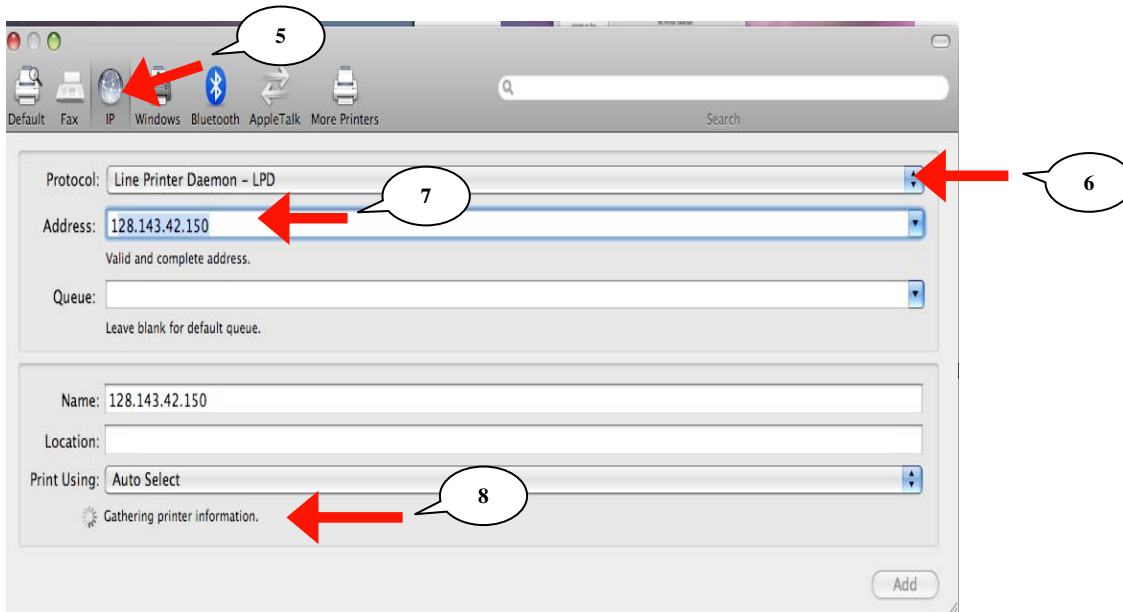
## 3. Click on **Print & Fax** symbol.



4. Click the + button.



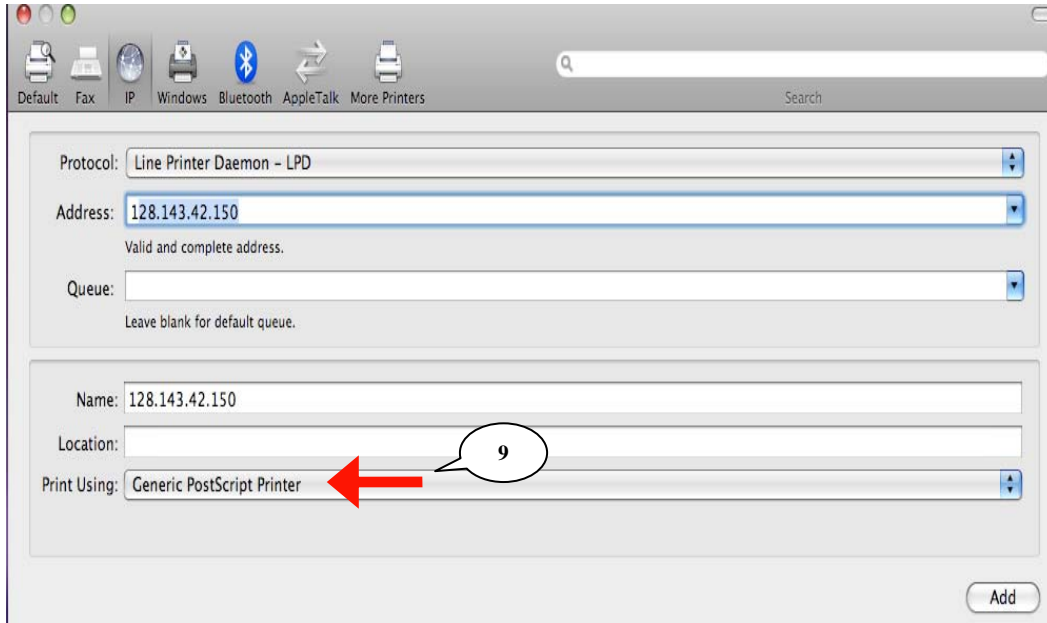
5. Click on the IP icon.
6. Select **Protocol** and choose **Line Printer Daemon –LPD**.
7. Enter the **Print Server IP Address** in the **Address** box, from the information you gathered earlier at <http://www.virginia.edu/uvaprint/laptoplist.pdf> (example 128.143.42.150).
8. **STOP:** Once you enter the printers IP address a process will start gathering printer information, **let it complete the process** before proceeding to next step.



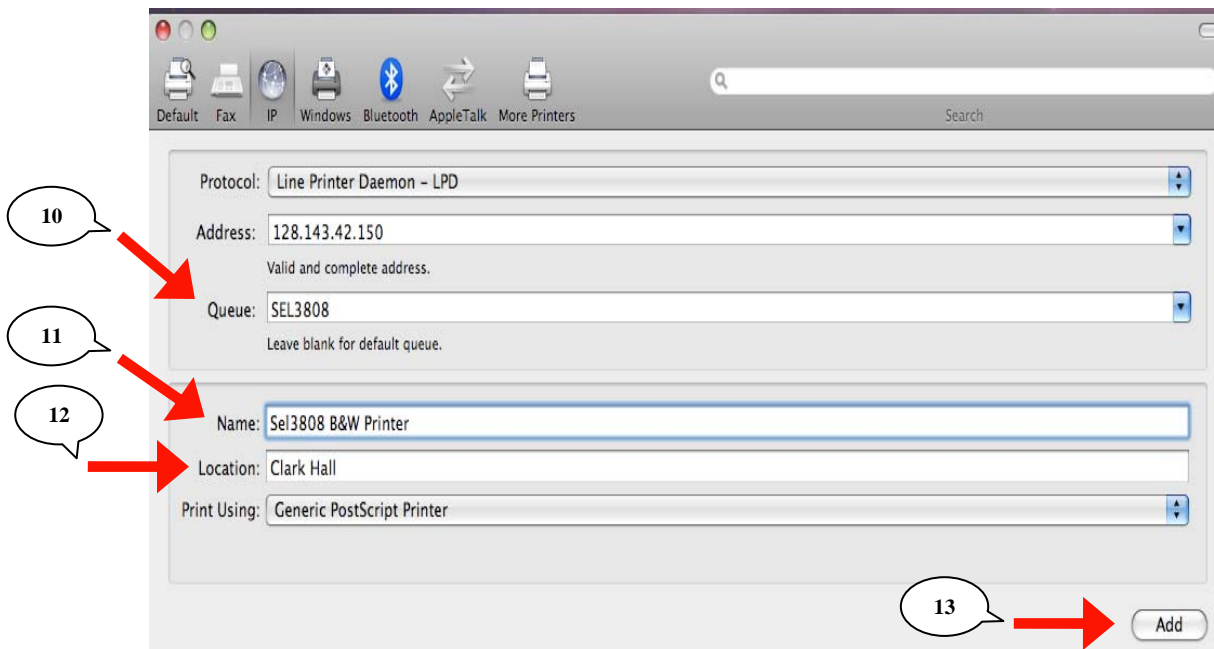
9. If the screen shows **Generic PostScript Printer** in the **Print Using** box, *continue to the next step*. If the screen does not, see the **Note** below for downloading print drivers.

**Note:**

To download the print drivers go to [http://www.virginia.edu/uvaprint/public\\_printing\\_drivers.html](http://www.virginia.edu/uvaprint/public_printing_drivers.html) Once you have downloaded the appropriate driver, select **Other** in the **Print Using** box and locate/select the print driver that was downloaded.



10. Enter the **Queue/Printer Name** from the <http://www.virginia.edu/uvaprint/laptoplist.pdf> in the **Queue** box (example: SEL3808).
11. Enter the **Queue/Printer Name** the **Name** box (example: SEL3808 B&W Printer).
12. Enter the **Location** in the **Location** box (example: Clark Hall).
13. Click the **Add** button.



14. Close the screen. The printer is now ready for use.

