How to Print and Collect Job (Macintosh)

Download HP printer drivers from Apple website

HP Printer Drivers v5.0 for OS X
System requirements: OS X Mavericks and later
https://support.apple.com/kb/DL1888?locale=en_US

HP Printer Drivers v3.1 for OS X
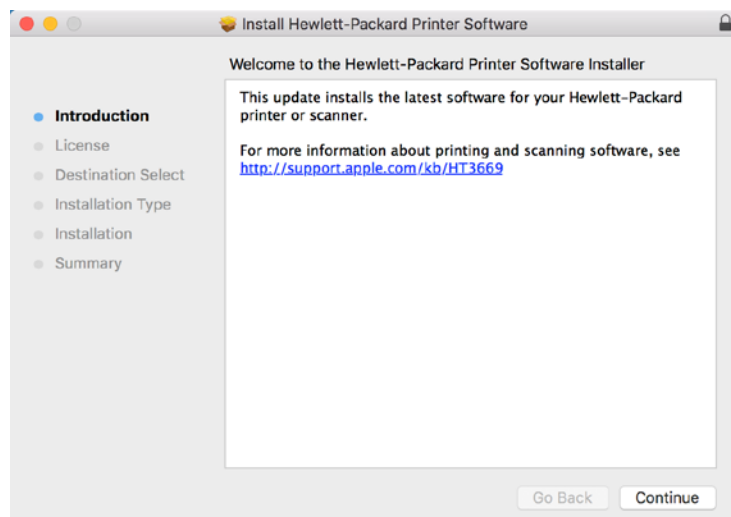System Requirements: OS X Mountain Lion, OS X Lion
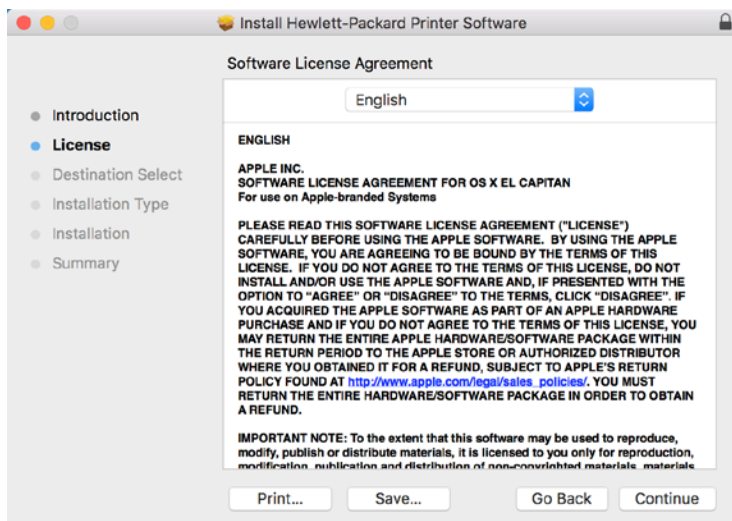https://support.apple.com/kb/dl907?locale=en_US

Printer driver installation

After downloading the HP printer drivers package, double click the file to run installation.
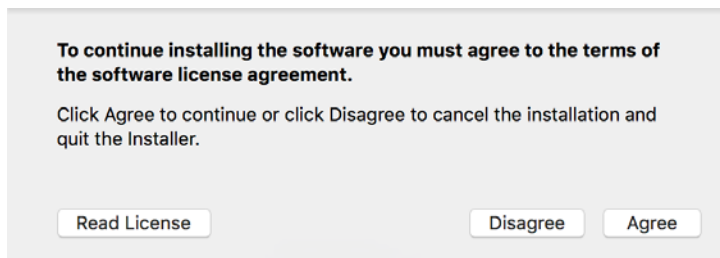

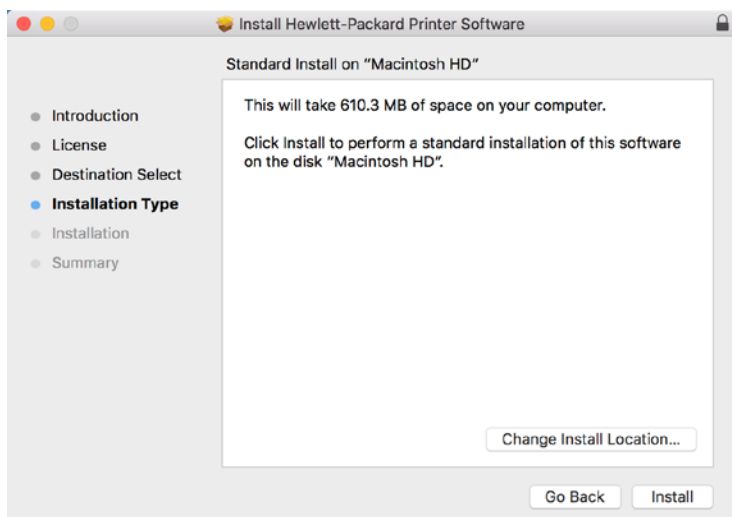Follow the instructions and press Continue button to proceed.

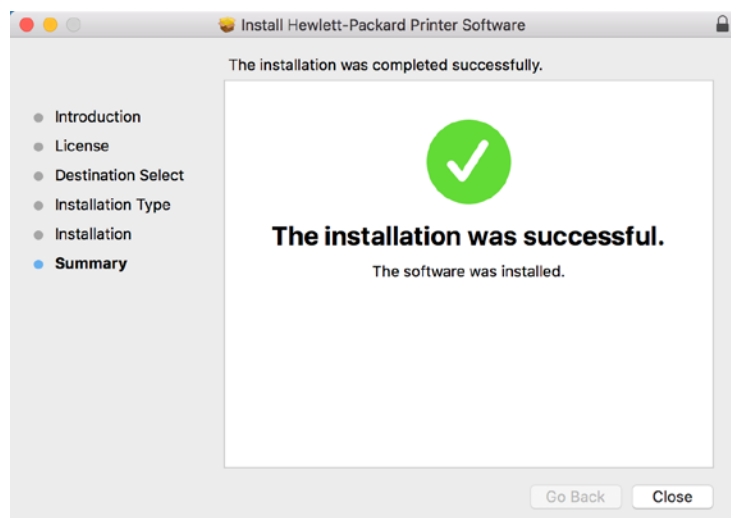Press Agree button to continue.

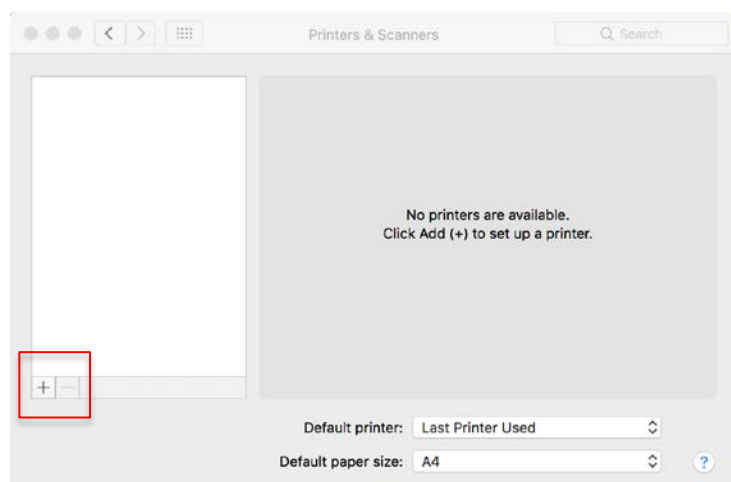Press the Install button to start the print drivers installation.

Once the print drivers are installed, press the Close button to complete the installation.

Add a print queue
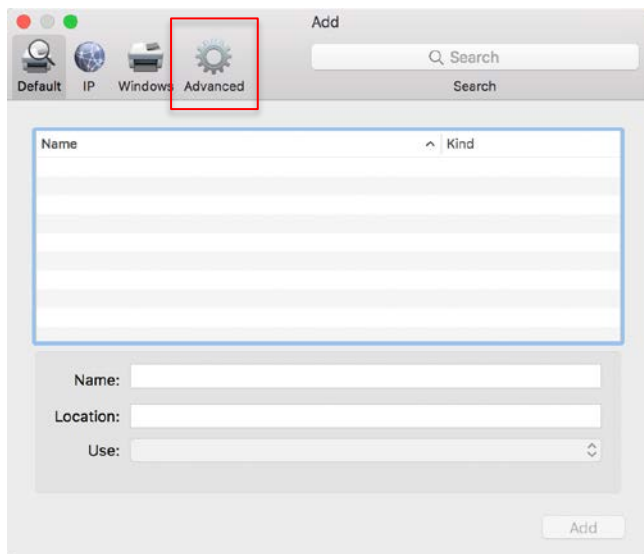
From your desktop menu, go to Go → Applications → System Preferences.
Select Printers & Scanners.
Press the " + " symbol to add a print queue.

If you do not see the Advanced button ![Advanced] in the toolbar, right-click on the toolbar and select Customize Toolbar. Drag the Advanced button to the toolbar.
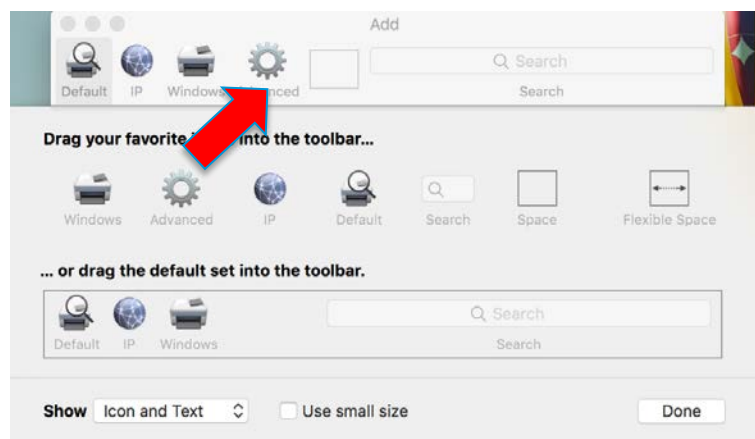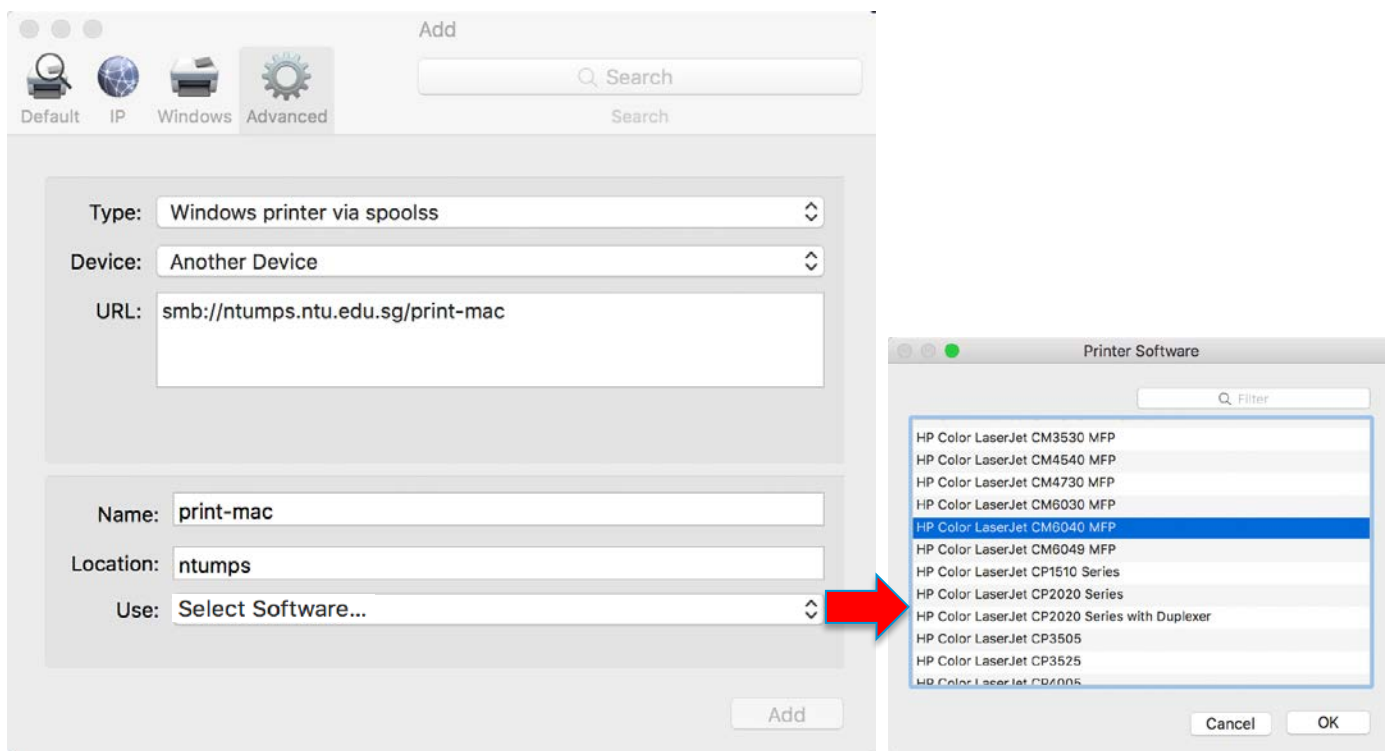
Press the Advanced button to add the print queue.

Enter the following settings and click on the Add button to finish the setting.

URL: smb://ntumps.ntu.edu.sg/print-mac

Select the printer software for your printer. Please check your printer to determine the model and click the OK button.

You can also type the model number in the filter to simplied the search.

Select the trays installed for your printer and press the OK button to complete adding the print queue.

Setting up 'print-mac...'

Make sure your printer's options are accurately shown here so you can take full advantage of them.

Optional Tray: Not Installed

Printer Disk: Installed

☑ Duplex Unit

Accessory Output Bins: Not Installed

Paper Matching: Prompt User for Correct Size

Cancel   OK

After the print job has been sent to the NTUMPS print queue, you may go to collect the print job by tapping your staff card on the blue sticker.

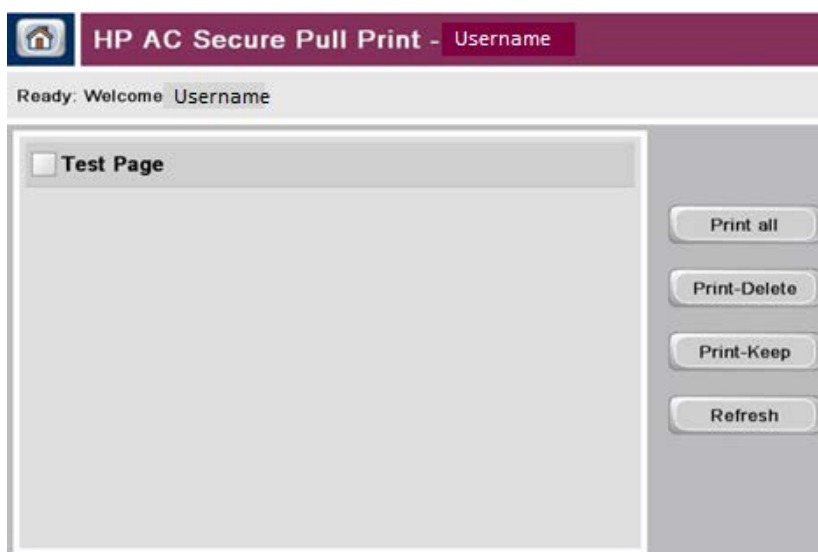# Collecting Print Job from Printer with Color Touch Screen

To collect your print job, press the HP AC Secure Pull Print icon.

Press Print all to collect all jobs sent.
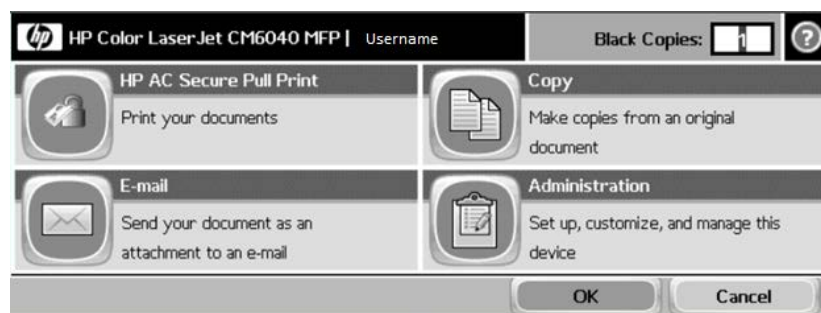
Check to select file(s) and press Print-Delete if you need to print and delete from server.

Check to select file(s) and press Print-Keep if you want to print the same file(s) another time.
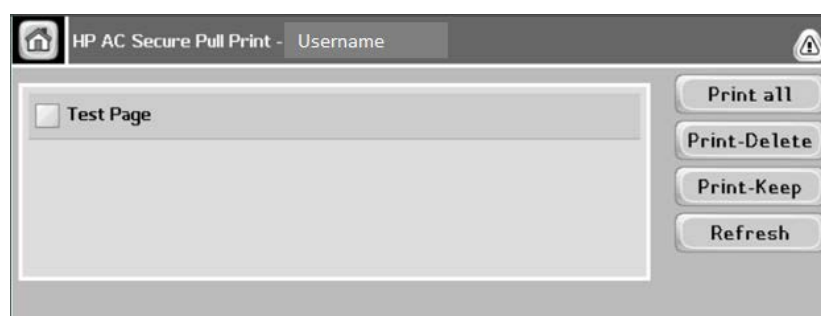
Collecting Print Job from Printer with Mono Touch Screen

To collect your print job, press the HP AC Secure Pull Print icon.

Press Print all to collect all jobs sent.

Check to select file(s) and press Print-Delete if you need to print and delete from server.

Check to select file(s) and press Print-Keep if you want to print the same file(s) another time.

Managing Print Jobs

To view and manage your print jobs, open a web browser and type in the URL http://ntumps.ntu.edu.sg/mydoc.