

## [Setting up the front desk printer on Mac OS X 10.4](#)

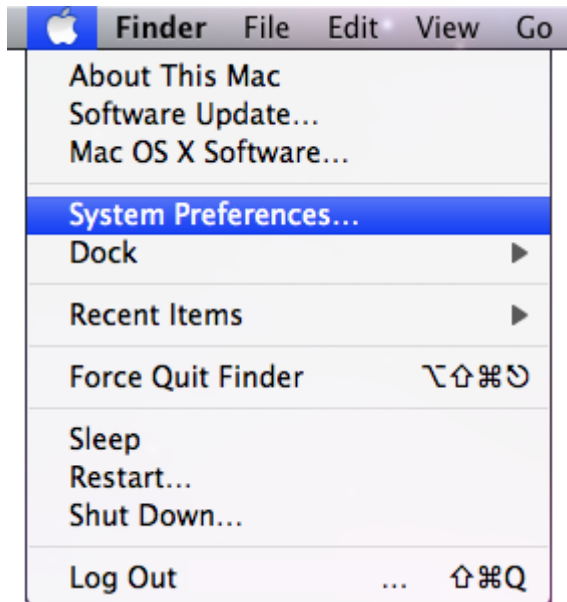
Due to a security issue, OS X 10.4 is no longer able to print directly to the front desk printers. We recommend utilizing the residence hall computer labs for your printing needs.

## [Setting up the front desk printer on Mac OS X 10.5](#)

1. **Download** and **Install** the Front Desk Printer Drivers from [here](#).  
(Please only click on the link once and wait for the download to finish.)



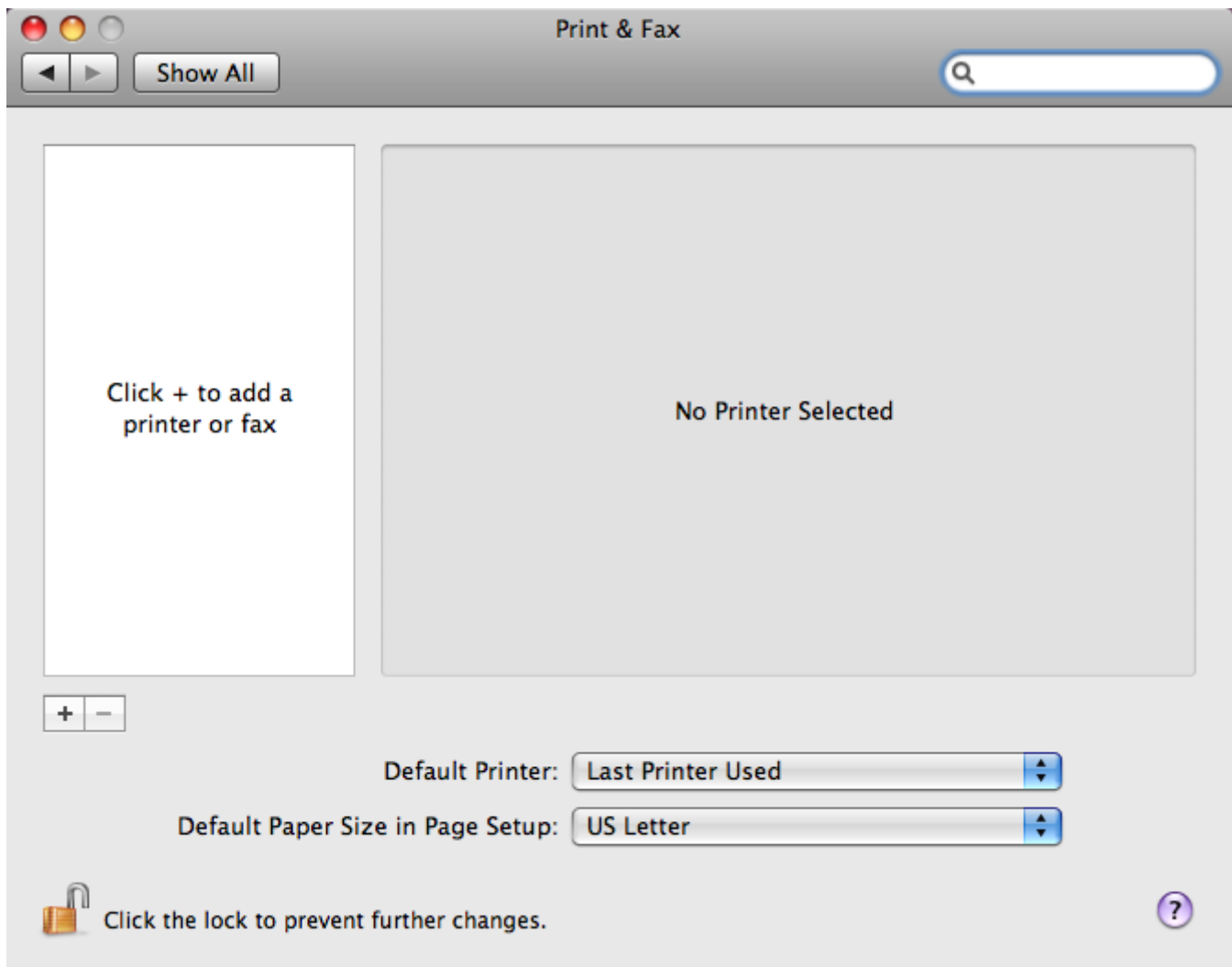
2. From the Apple Menu select **System Preferences**.



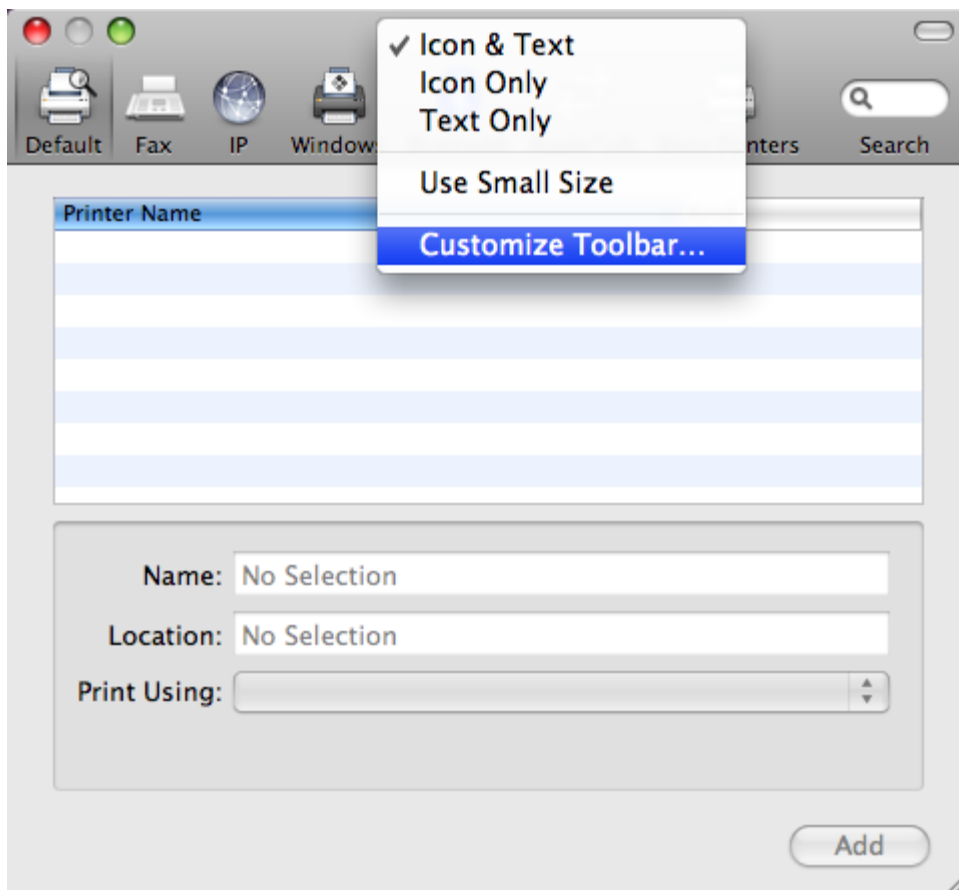
3. Click on **Print & Fax**.



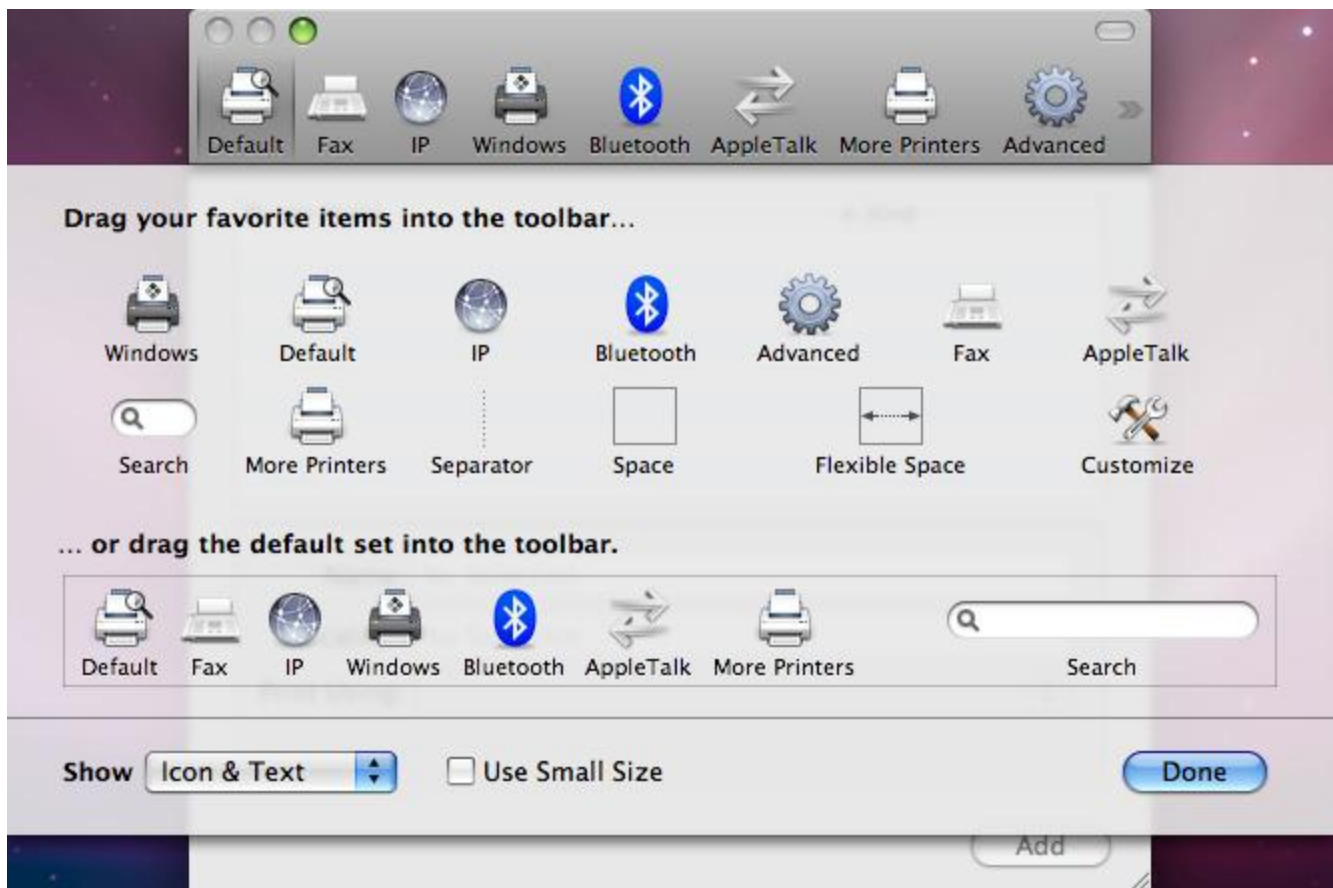
4. Click on + to add the printer.



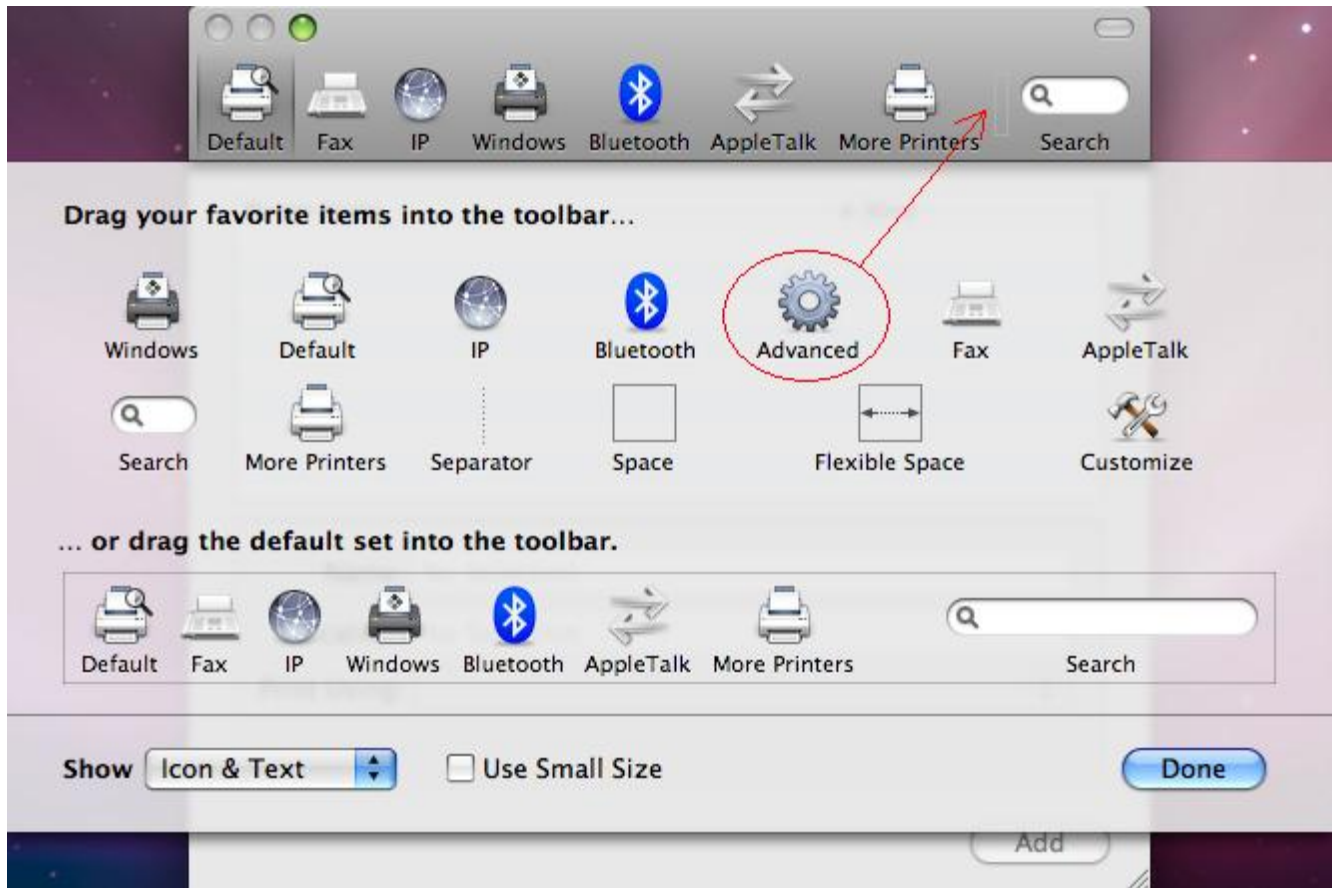
5. **Secondary Click** on the **Toolbar** and select **Customize toolbar...**  
(Secondary Click : Right-Click or Control+Click)



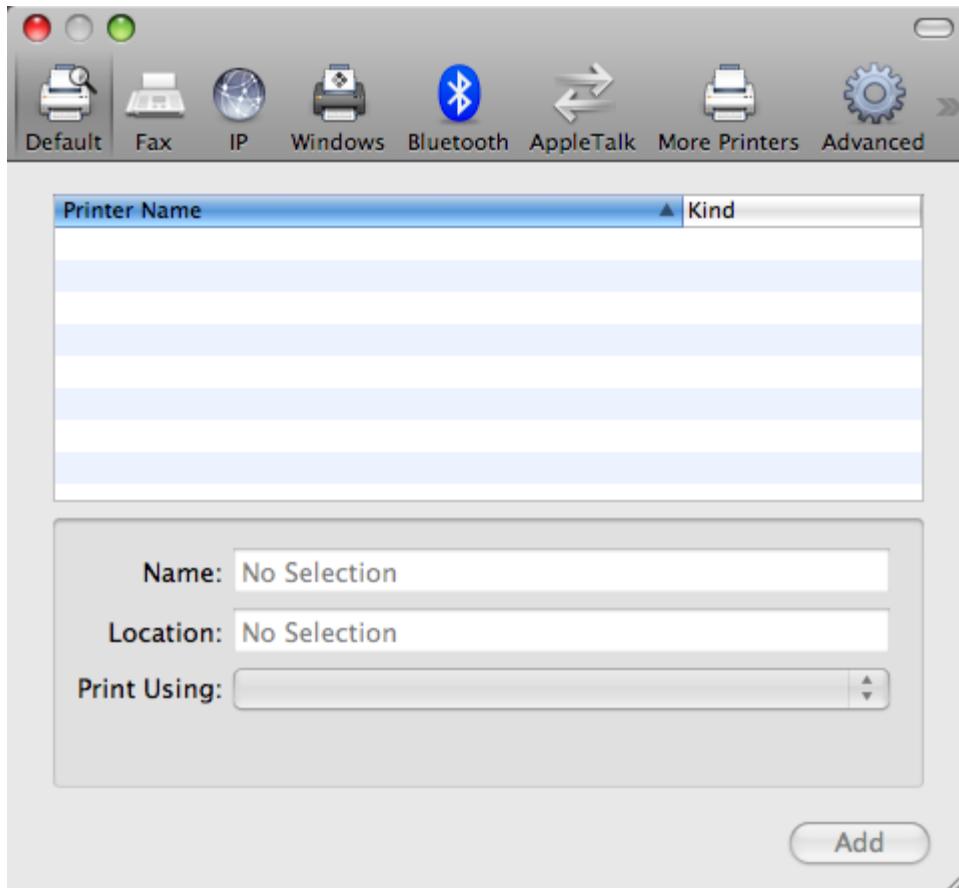
6. Drag the **Advanced** icon to the **Toolbar**.



7. Click on **Done**.



- Click on **Advanced**. (The Advanced screen may take a few minutes to load.)



- Set Type to **Windows**, set Device to **Another Device** and enter the information that corresponds to your residence hall (located below the image).

Default Fax IP Windows Bluetooth AppleTalk More Printers Advanced

Type: Windows

Device: Another Device

URL: smb://sgf/resprint/printername

Name: < Residence Hall Name Here >

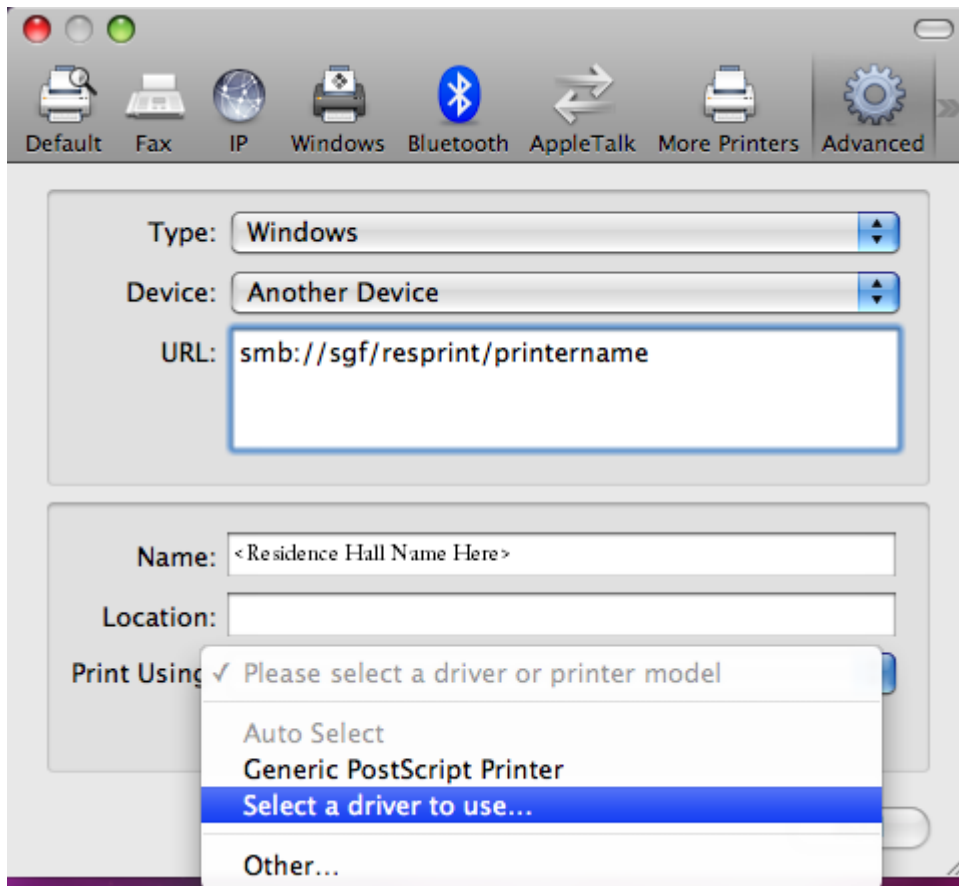
Location:

Print Using: Please select a driver or printer model

Add

Residence Hall	Location	URL	Print Using
Blair-Shannon House	Blair-Shannon Front Desk	smb://sgf/resprint/blairlpr	HP LaserJet 4050 Foomatic/hpijs
Freudenberger House	Freudenberger Front Desk	smb://sgf/resprint/freddylpr	HP LaserJet 4050 Foomatic/hpijs
Hammons House	Hammons Front Desk	smb://sgf/resprint/hammonslpr	HP LaserJet 4250 Foomatic/hpijs
Hutchens House	Hutchens Front Desk	smb://sgf/resprint/hutchenslpr	HP LaserJet 4050 Foomatic/hpijs
Kentwood Hall	Kentwood Front Desk	smb://sgf/resprint/kentwoodlpr	HP LaserJet 4250 Foomatic/hpijs
Scholars House	Scholars Front Desk	smb://sgf/resprint/scholarslpr	HP LaserJet 4250 Foomatic/hpijs
Sunvilla Tower	Sunvilla Front Desk	smb://sgf/resprint/sunvillalpr	HP LaserJet 4250 Foomatic/hpijs
Wells House	Wells Front Desk	smb://sgf/resprint/wellslpr	HP LaserJet 4250 Foomatic/hpijs
Woods House	Woods Front Desk	smb://sgf/resprint/woodslpr	HP LaserJet 4050 Foomatic/hpijs

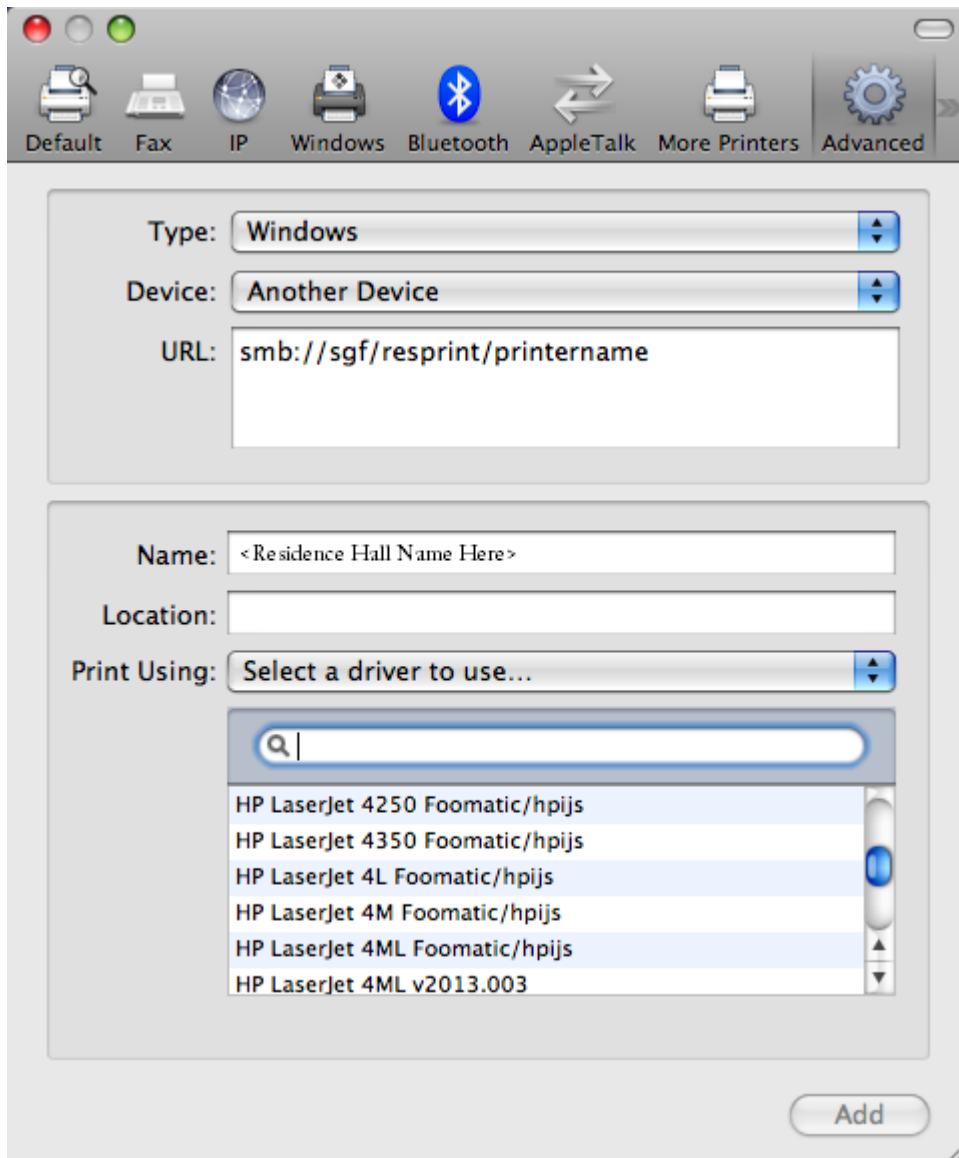
10. Set **Print Using** to **Select a driver to use...**



11. Select the driver for your Residence Hall from the previous table. It will be **HP LaserJet 4250 Foomatic/hpijs** **HP LaserJet 4350 Foomatic/hpijs** or **HP LaserJet 4050 Foomatic/hpijs**.


After you've selected the appropriate driver, click on **Add**.





**Congratulations you can now Print to the Front Desk!**

12. **When Printing** you will be asked for your credentials.  
Enter your username (privateID) and password then click on **OK**.  
Your printout will be at the Front Desk with a cover page.



Enter your name and password to print to the printer "Hutchens (Resprint)".

Connect as: ☐ Guest  
☒ Registered User

Name:

Password:

☐ Remember this password in my keychain

