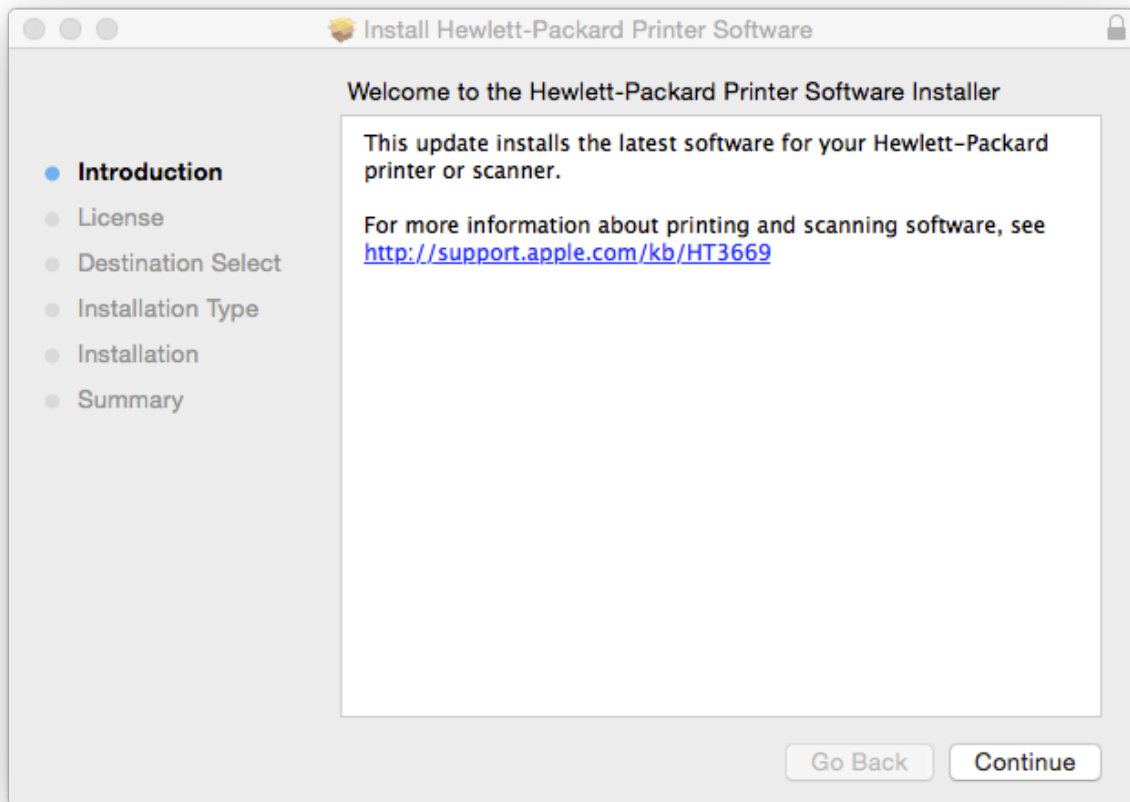
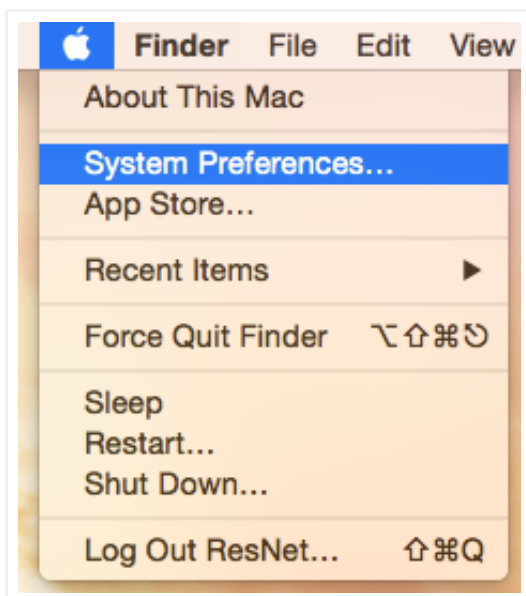


01. **Download** and **Install** the HP Printer Drivers from [here](#).
(Please only click on the link once and wait for the download to finish.)



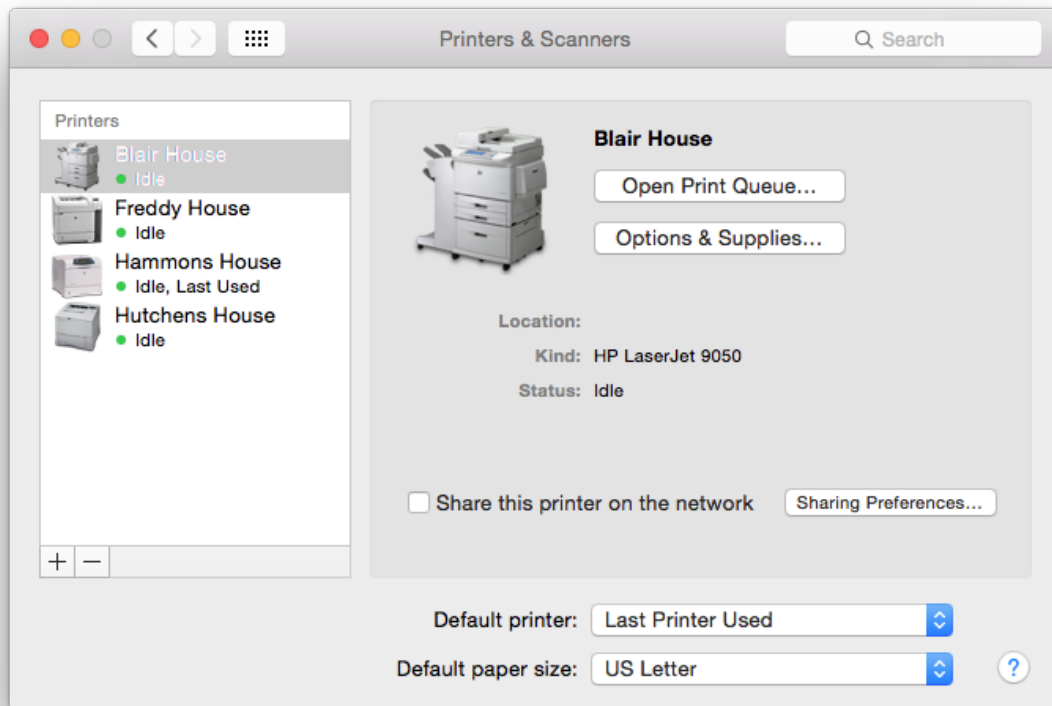
02. From the Apple Menu select **System Preferences...**



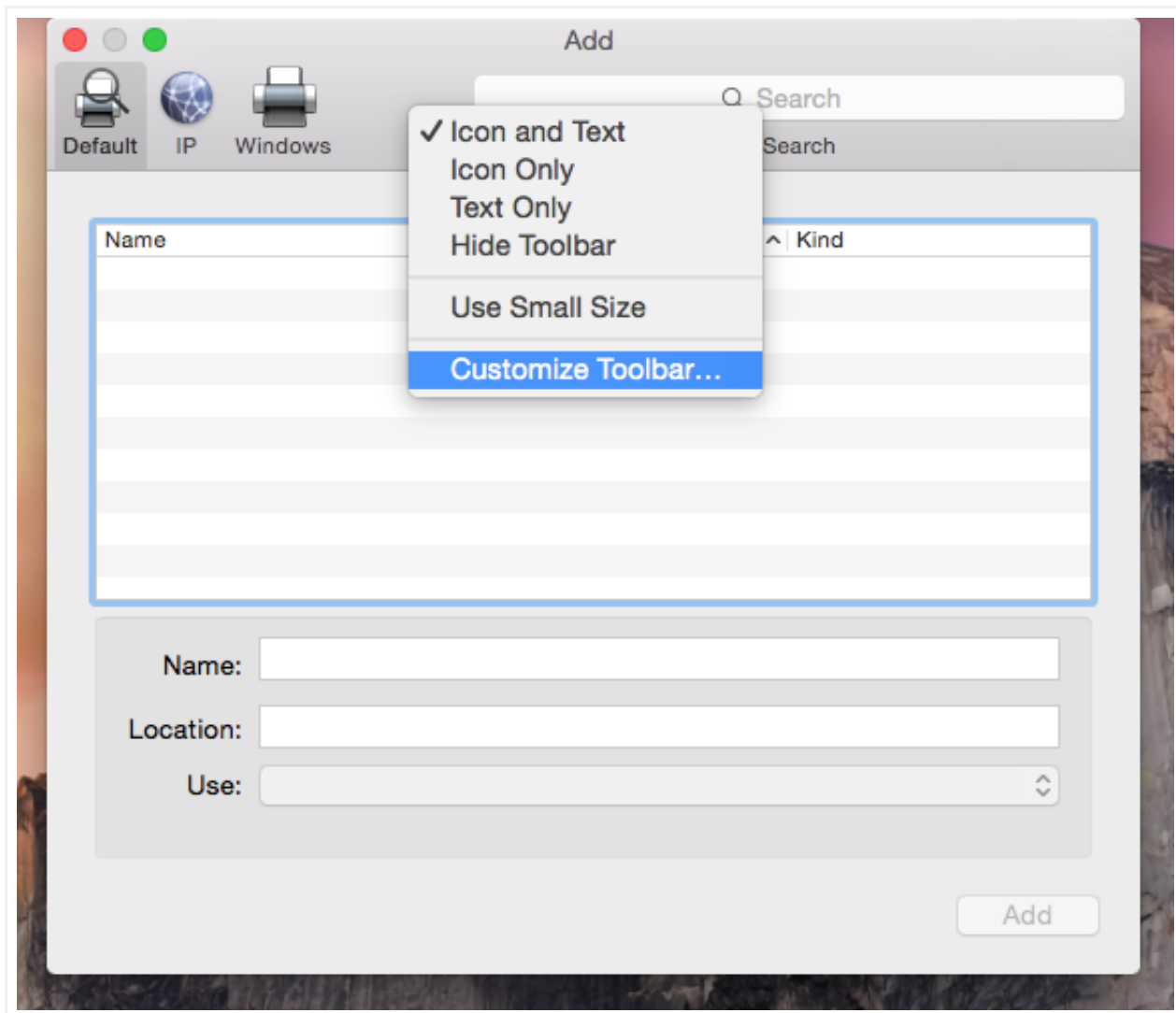
03. Click on **Printers & Scanners**.



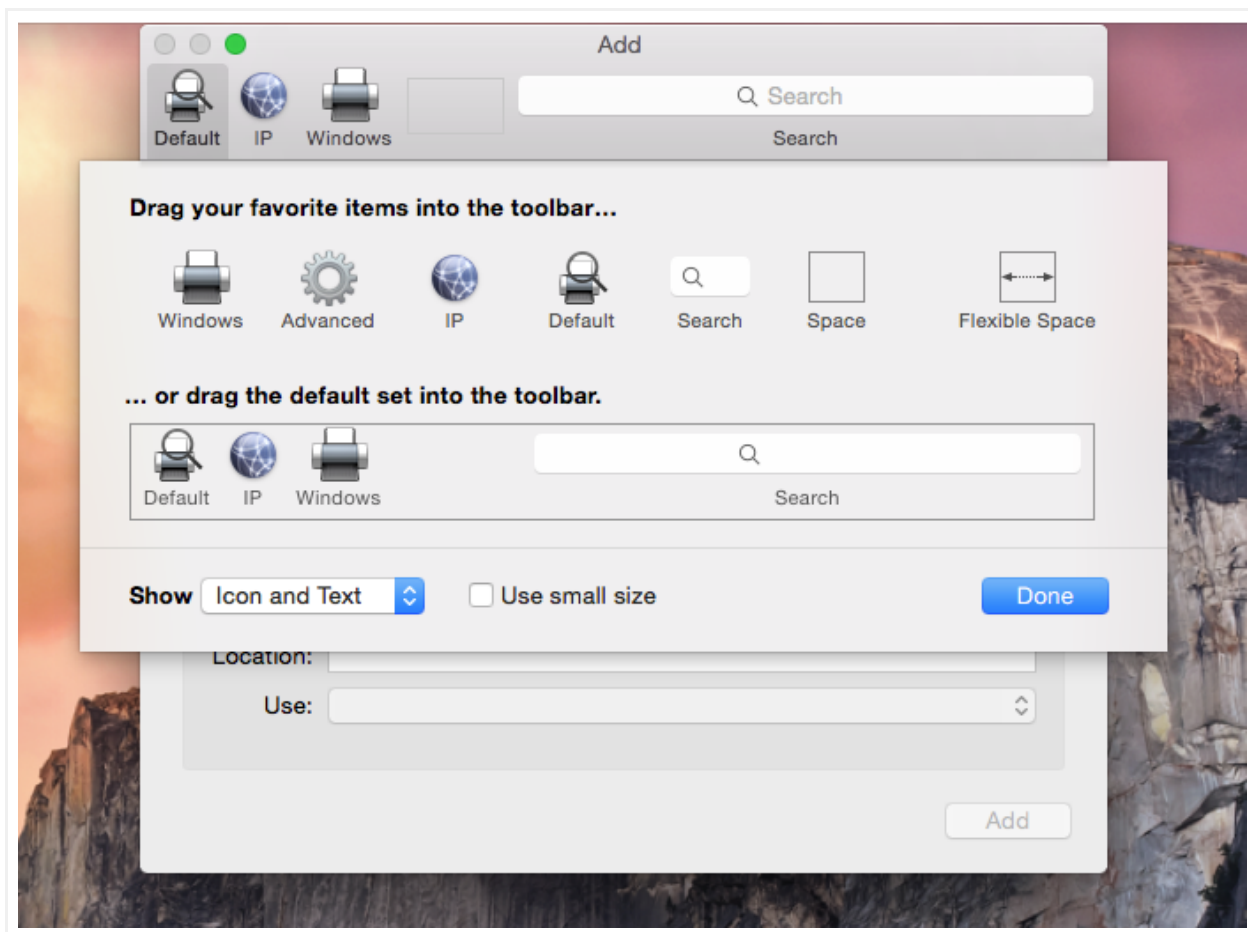
o4. Click on + in the bottom-left to add the printer.



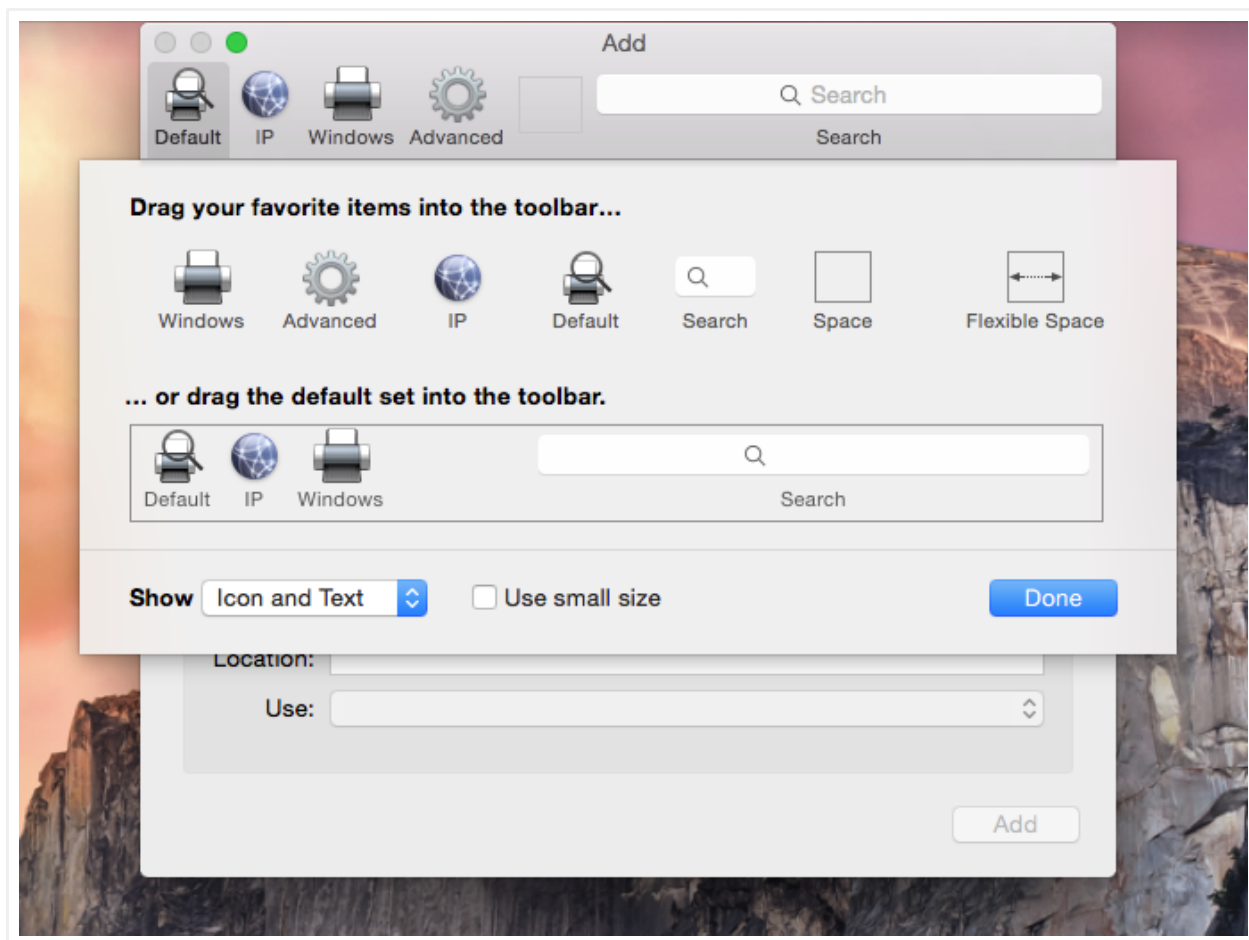
05. **Right-Click** or **Control+Click** on the **Toolbar** and select **Customize Toolbar...**



o6. **Drag the Advanced icon to the Toolbar.**



07. Click on **Done**.



o8. Click on **Advanced**. (The Advanced screen may take a moment to load.)

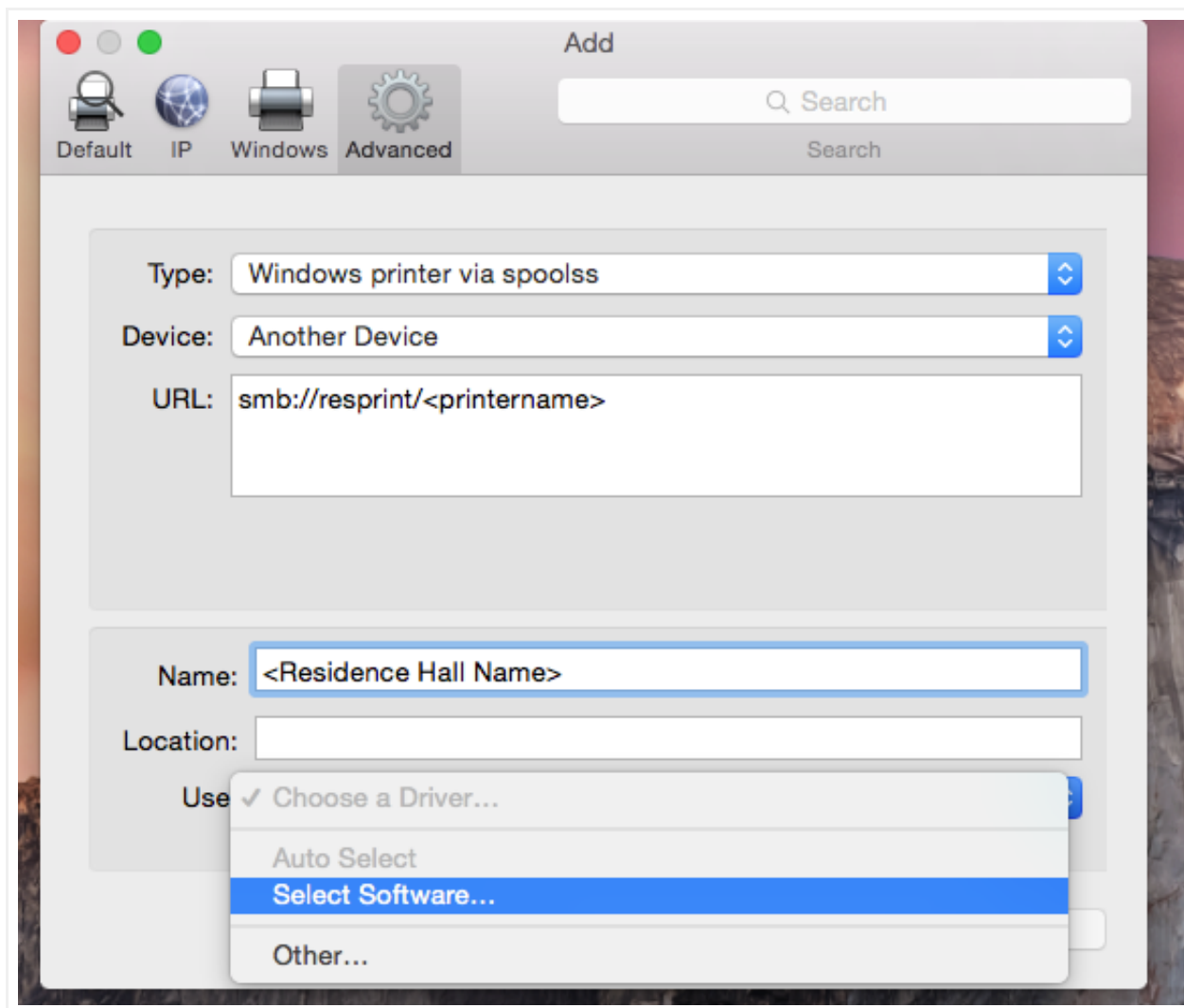
The image shows a screenshot of a Mac OS X window titled "Add". The window has a title bar with standard Mac OS X window controls (red, yellow, green buttons) and a search bar. Below the title bar are four tabs: "Default", "IP", "Windows", and "Advanced". The "Advanced" tab is selected. The main area of the window contains two sections of form fields. The top section has "Type" set to "Fax", "Device" set to "Another Device", and "URL" set to "fax://". The bottom section has "Name", "Location", and "Use" (set to "Choose a Driver...") fields. An "Add" button is at the bottom right.

09. Set Type to **Windows printer via spoolss**, set Device to **Another Device** and enter the information that corresponds to your Residence Hall (located below the image).

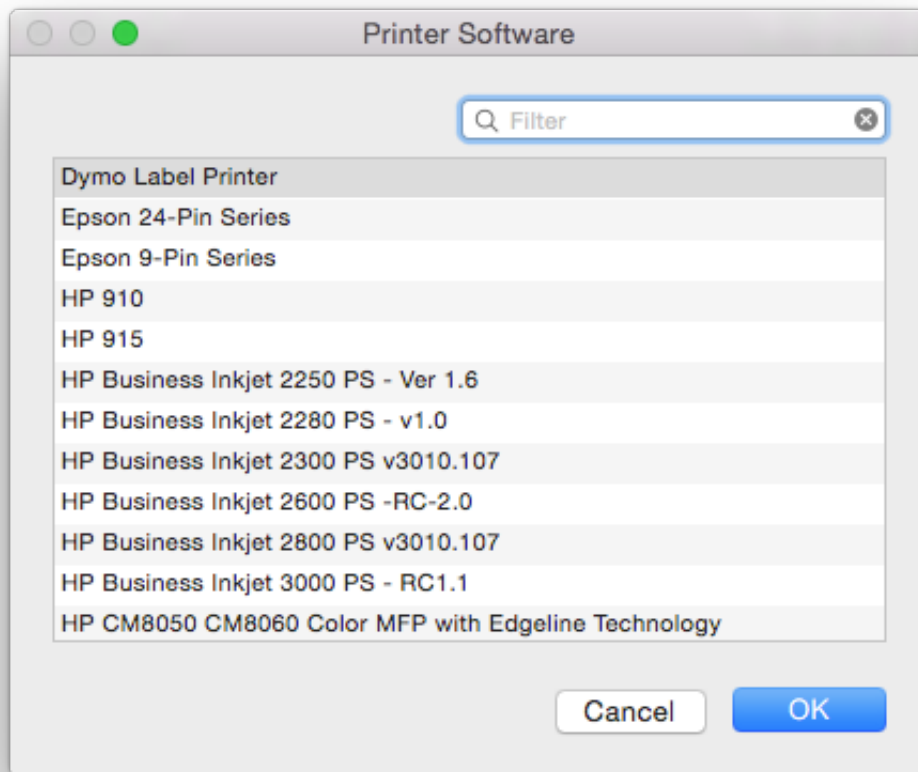
The screenshot shows the 'Add' printer window in macOS. The 'Advanced' tab is selected. The 'Type' is set to 'Windows printer via spoolss'. The 'Device' is set to 'Another Device'. The 'URL' field contains 'smb://resprint/<printername>'. The 'Name' field contains '<Residence Hall Name>'. The 'Location' field is empty. The 'Use' dropdown is set to 'Choose a Driver...'. An 'Add' button is located at the bottom right of the window.

Residence Hall	URL	Print Using
Blair-Shannon	smb://resprint/blairlpr	HP LaserJet 9050
Freudenberger	smb://resprint/freddylpr	HP LaserJet 600 M601 M602 M603
Hammons House	smb://resprint/hammonslpr	HP LaserJet 4250
Hutchens House	smb://resprint/hutchenslpr	HP LaserJet 4050
Kentwood Hall	smb://resprint/kentwoodlpr	HP LaserJet 4250
Monroe Apts.	smb://resprint/monroelpr	HP LaserJet 4250
Scholars House	smb://resprint/scholarslpr	HP LaserJet 4250
Sunvilla Tower	smb://resprint/sunvillalpr	HP LaserJet 4250
Wells House	smb://resprint/wellslpr	HP LaserJet 600 M601 M602 M603
Woods House	smb://resprint/woodslpr	HP LaserJet 4050

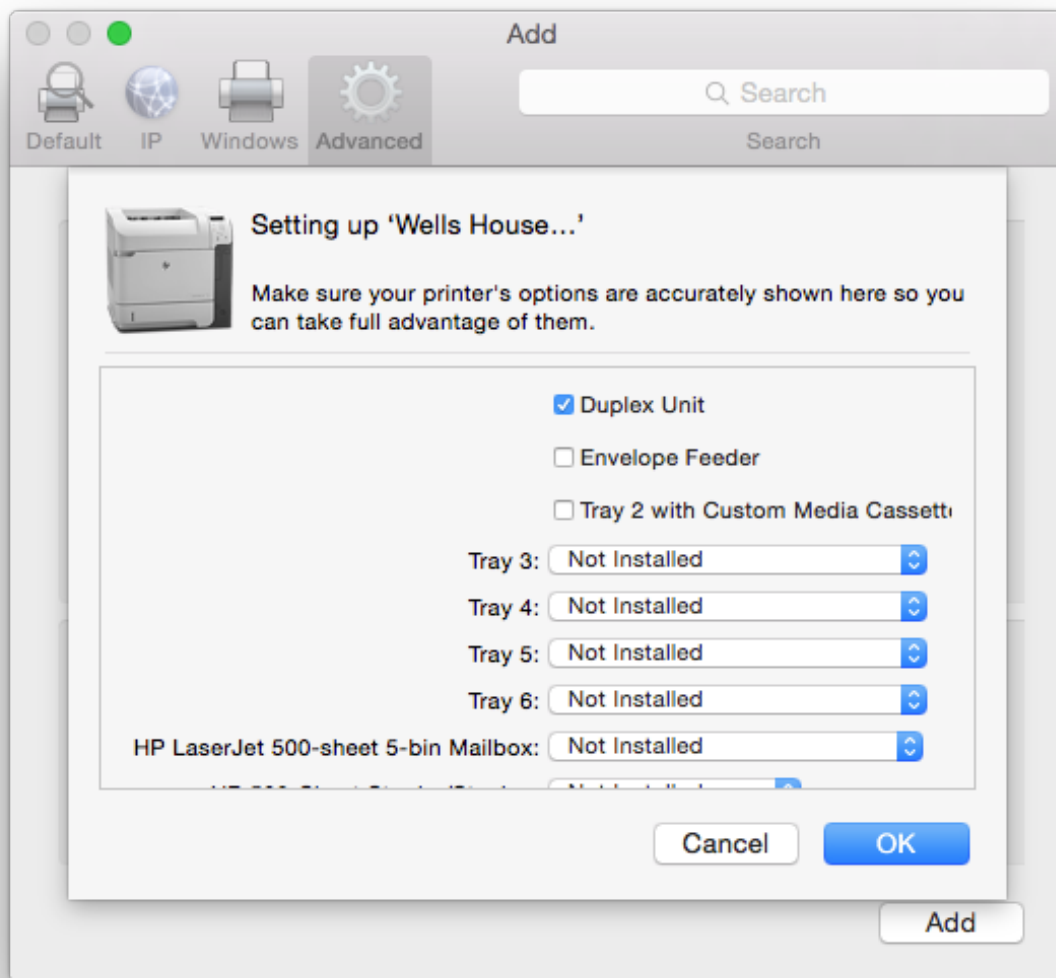
10. Set **Print Using** to **Select Software...**



11. Select the driver for your Residence Hall from the previous table. Using the filter will make it much easier to find. It will be **HP LaserJet 9050, HP LaserJet 600 M601 M602 M603, HP LaserJet 4250, or HP LaserJet 4050 Series**.
After you've selected the appropriate driver, click on **Add**.



12. If you live in **Wells** or **Freddy** you may see the following dialog box. Make sure the checkbox for **Duplex Unit** is checked and then click on **OK**.

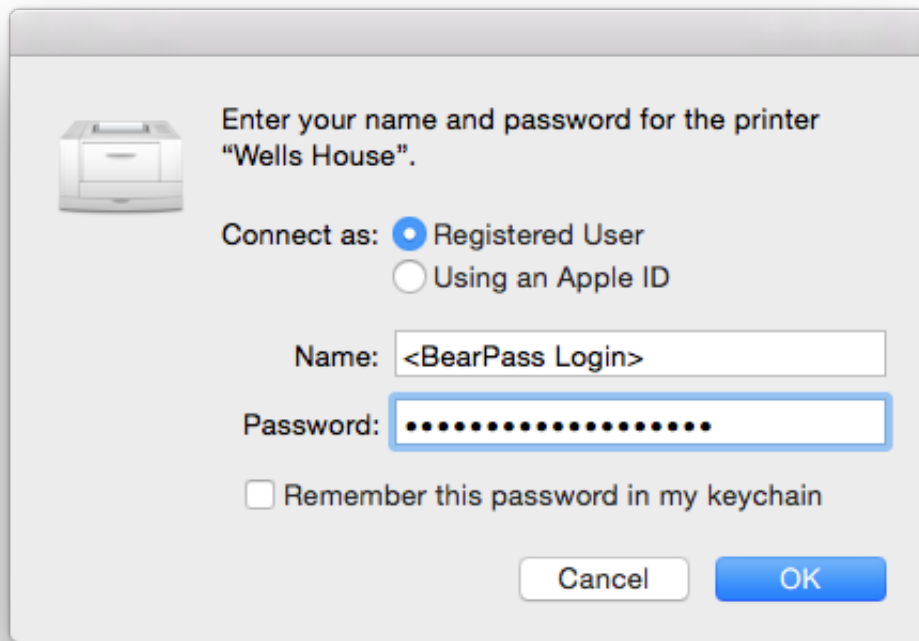


13. **Congratulations you can now Print to the Front Desk!**

14. **When Printing** you will be asked for your credentials.

Enter your BearPass Login and password then click on **OK**. This is the same information you use to log in to **my.missouristate.edu**.

Your printout will be at the Front Desk with a cover page.



If you have any difficulties with this tutorial, please feel free to [contact](#) the ResNet Offices (417 836-6100) for assistance.