

Setting up the front desk printer on Mac OS X 10.7, 10.8, and 10.9

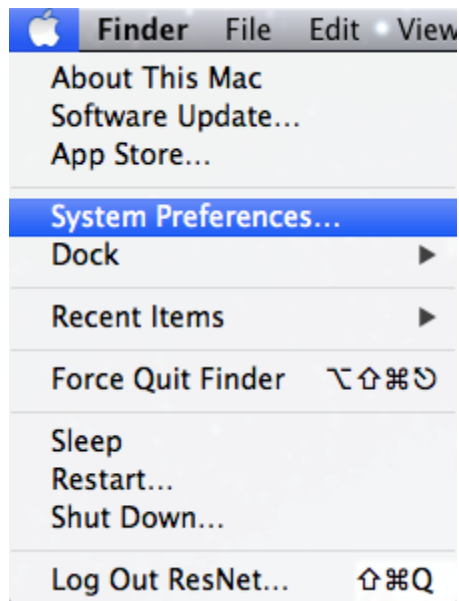
- **Download** and **Install** the Front Desk Printer Drivers from [here](#).

If you live in **Wells** or **Freddy**, click [here](#).

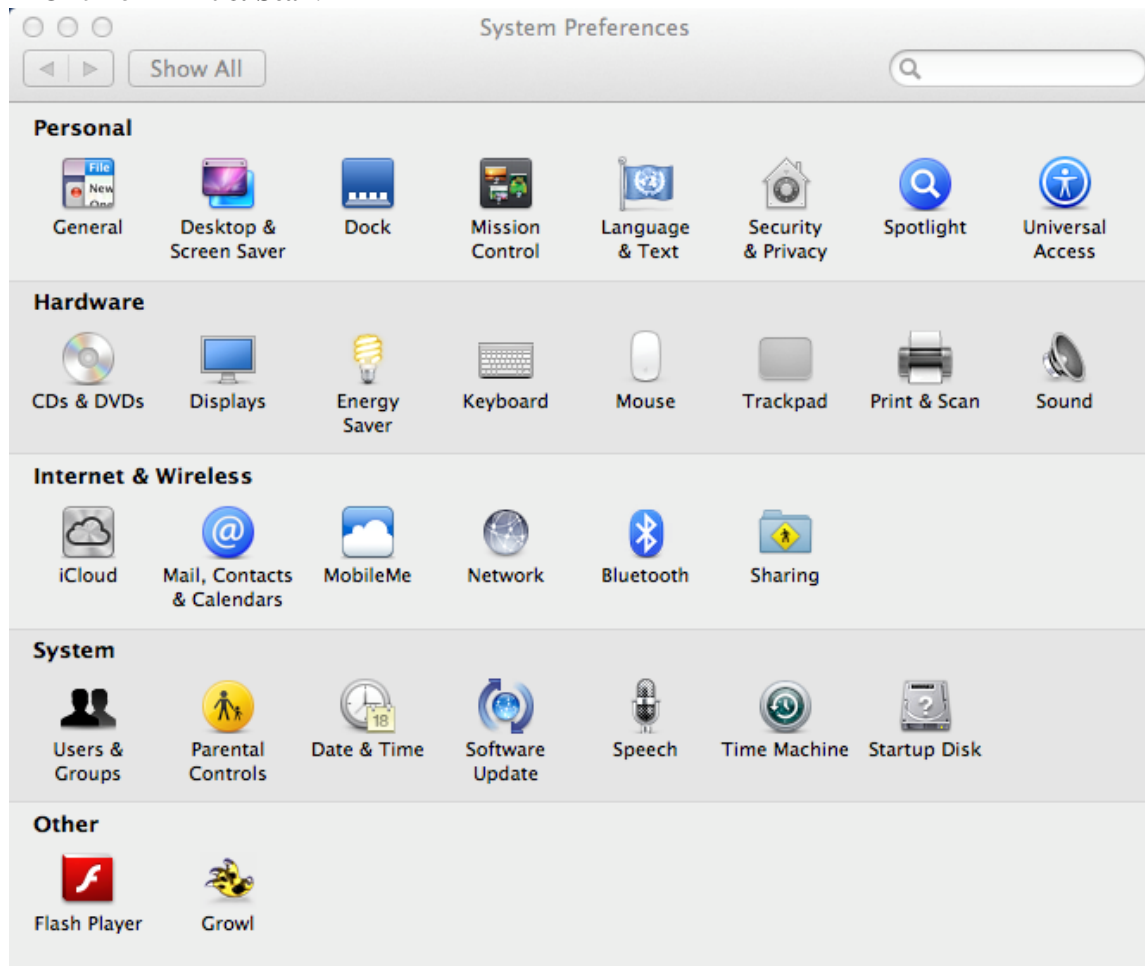
(Please only click on the link once and wait for the download to finish.)



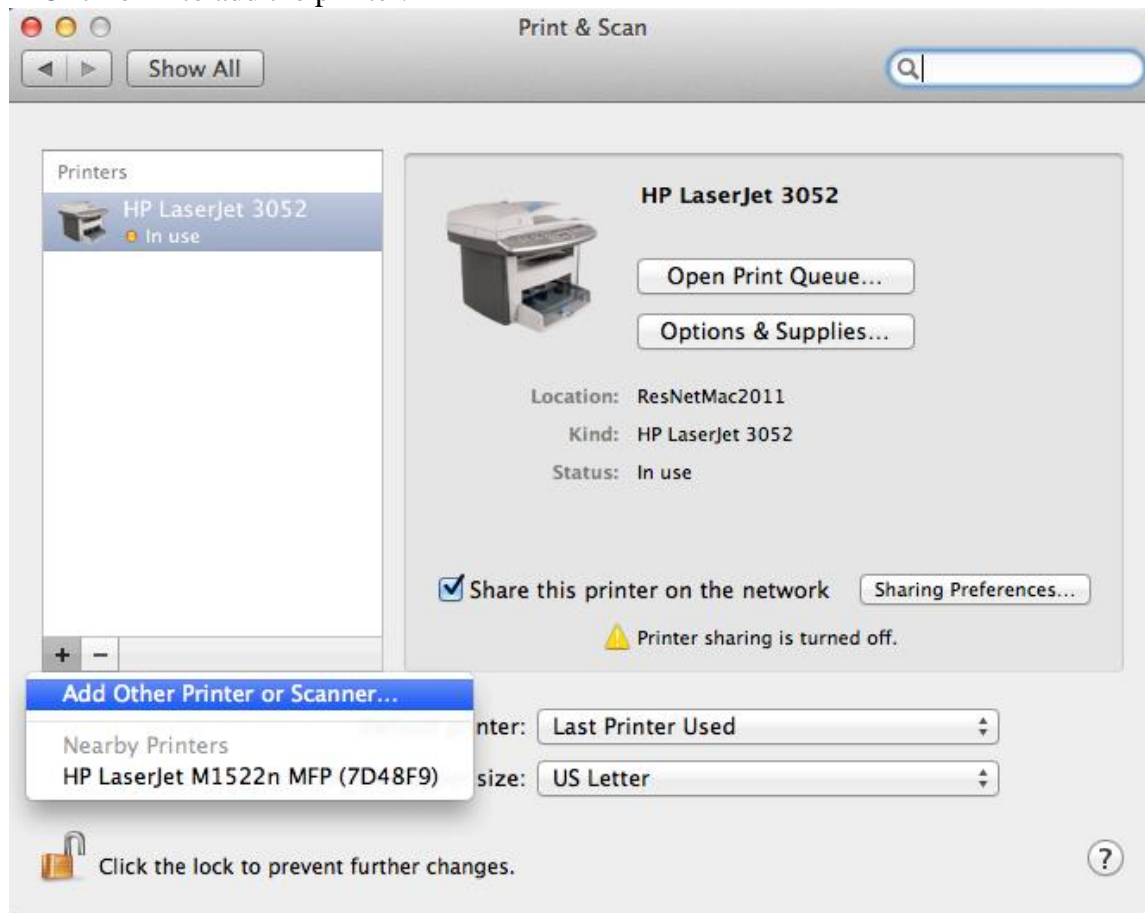
- From the Apple Menu select **System Preferences**.



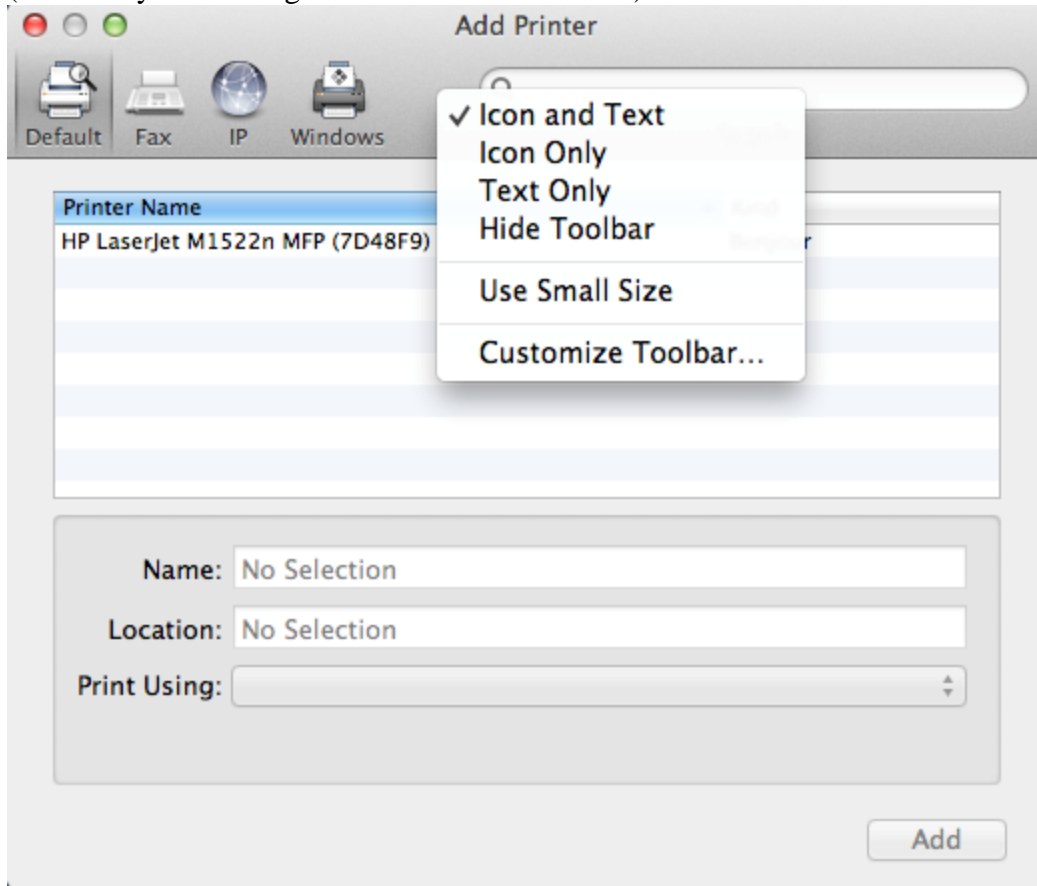
- Click on **Print & Scan**.



- Click on + to add the printer.



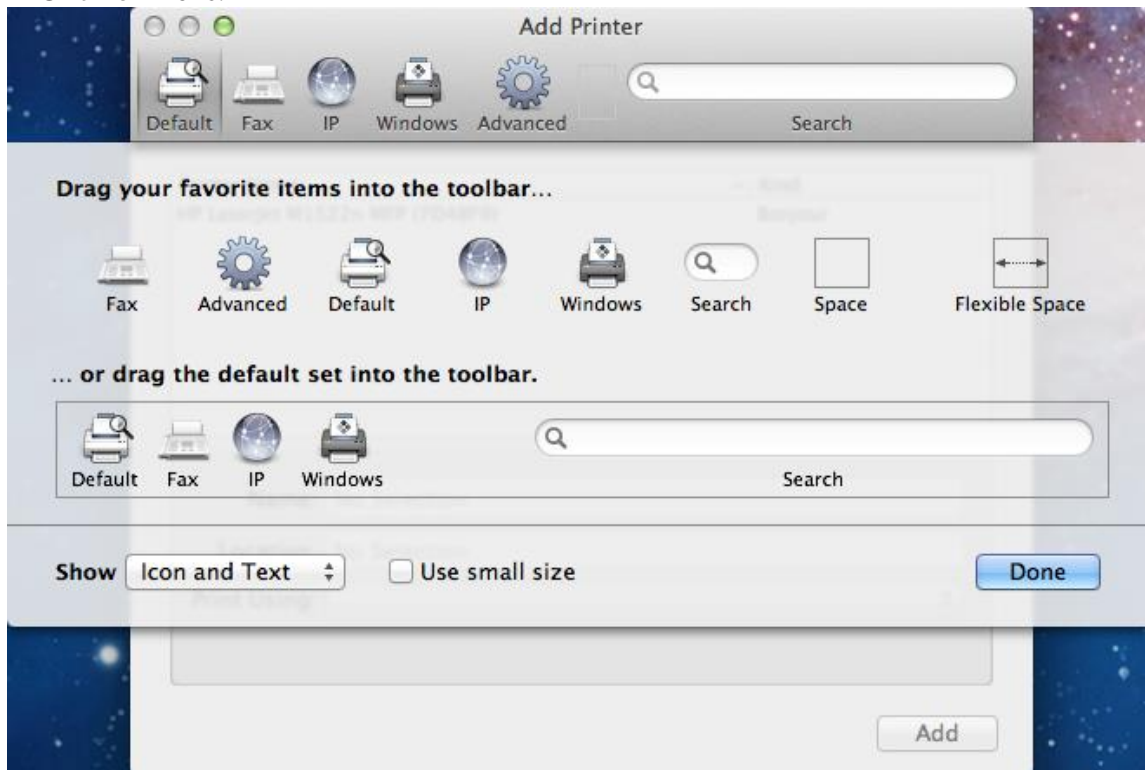
- **Secondary Click** on the **Toolbar** and select **Customize toolbar...**
(Secondary Click : Right-Click or Control+Click)



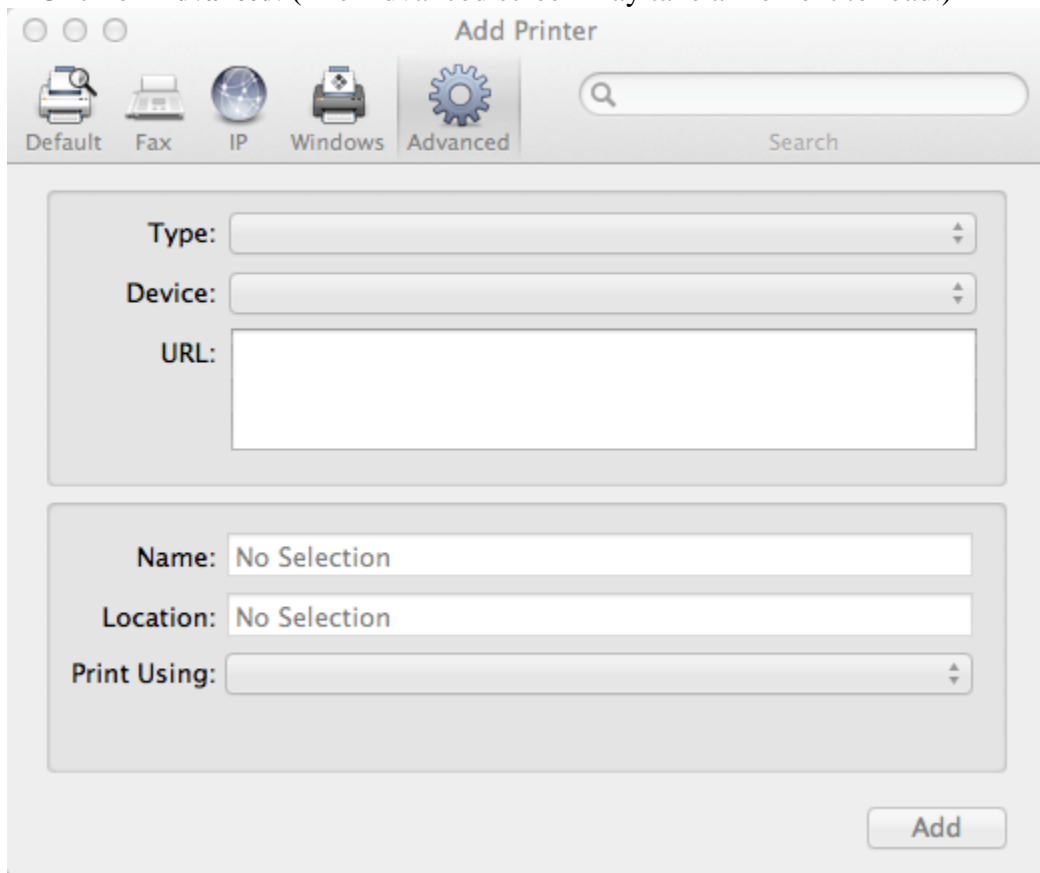
- Drag the Advanced icon to the Toolbar.



- Click on Done.



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



The image shows the 'Add Printer' window in a Mac OS X interface. The window has a title bar with three window control buttons (red, yellow, green) on the left and the title 'Add Printer' in the center. Below the title bar is a toolbar with five icons: a printer (Default), a fax machine (Fax), a globe (IP), a printer with a plus sign (Windows), and a gear (Advanced). The 'Advanced' icon is highlighted with a blue border. To the right of the icons is a search field with a magnifying glass icon and the word 'Search' below it. The main content area is divided into two sections. The top section contains three labels: 'Type:', 'Device:', and 'URL:'. Each label is followed by a text field. The 'Type:' and 'Device:' fields have small up and down arrows on the right side. The 'URL:' field is a larger text area. The bottom section contains three labels: 'Name:', 'Location:', and 'Print Using:'. Each label is followed by a text field. The 'Name:' and 'Location:' fields have the text 'No Selection' inside them. The 'Print Using:' field has a small up and down arrow on the right side. At the bottom right of the window is a button labeled 'Add'.

Add Printer

Default Fax IP Windows **Advanced**

Search

Type:

Device:

URL:

Name:

Location:

Print Using:

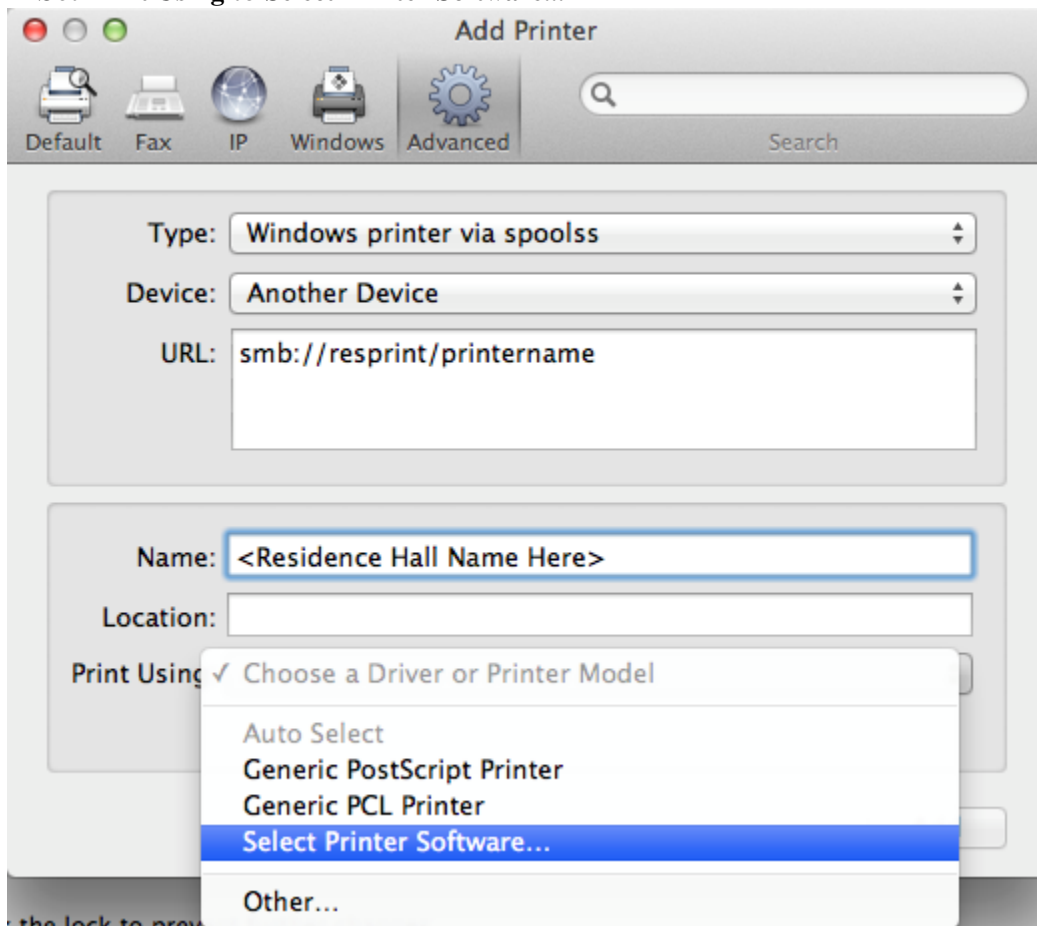
Add

- 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 image shows the 'Add Printer' window in macOS. The 'Advanced' tab is selected. The 'Type' dropdown is set to 'Windows printer via spoolss', 'Device' is 'Another Device', and 'URL' is 'smb://resprint/printername'. The 'Name' field contains '<Residence Hall Name Here>', 'Location' is empty, and 'Print Using' is 'Choose a Driver or Printer Model'. An 'Add' button is at the bottom right.

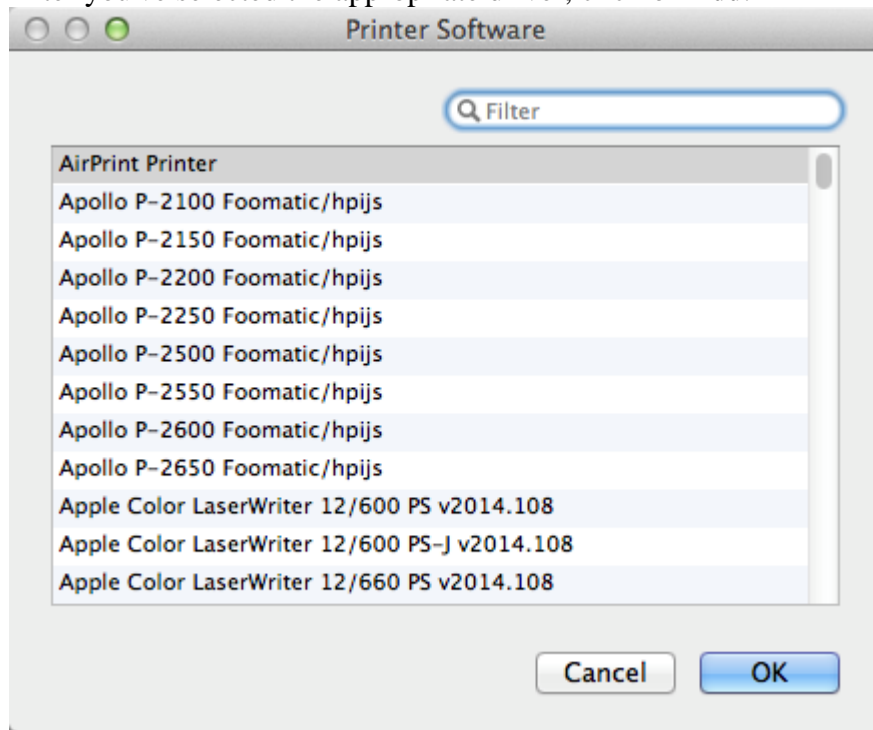
Residence Hall	URL	Print Using
Blair-Shannon	smb://resprint/blairlpr	HP LaserJet 9050 Foomatic/hpijs
Freudenberger	smb://resprint/freddylpr	HP LaserJet 600 M601 M602 M603
Hammons House	smb://resprint/hammonslpr	HP LaserJet 4250 Foomatic/hpijs
Hutchens House	smb://resprint/hutchenslpr	HP LaserJet 4050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

- Set **Print Using** to **Select Printer Software...**

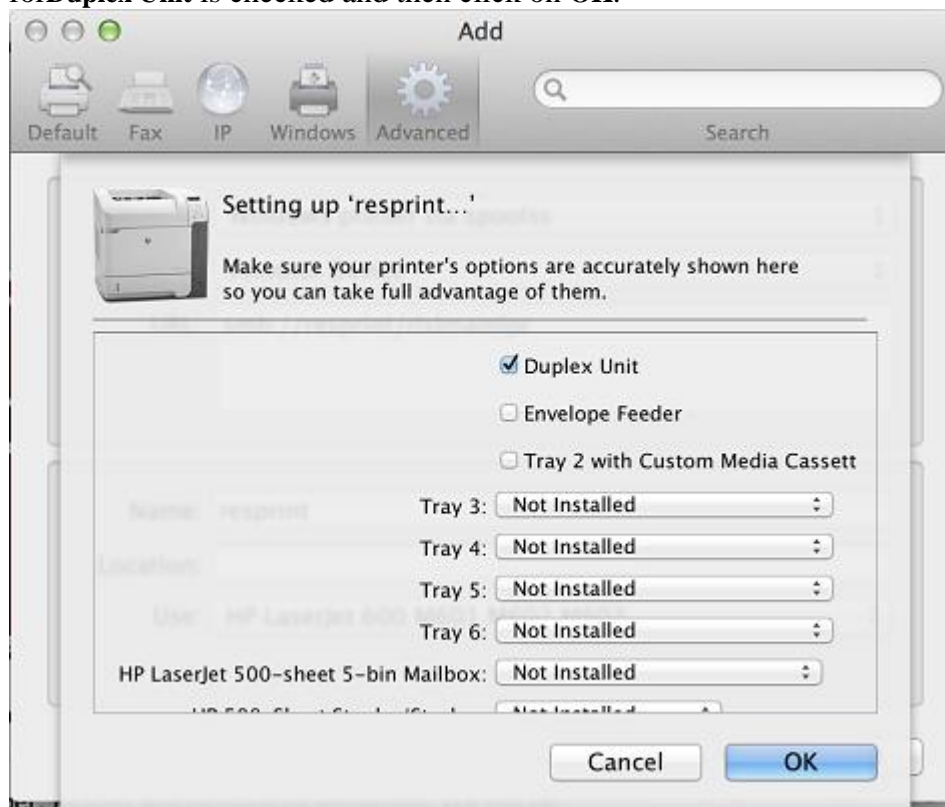


- Select the driver for your Residence Hall from the previous table. Using the filter will make it much easier to find. It will be **HP LaserJet 4250 Foomatic/hpijs**, **HP LaserJet 4350 Foomatic/hpijs**, **HP LaserJet 9050 Foomatic/hpijs**, **HP LaserJet 600 M601 M602 M603**, or **HP LaserJet 4050 Foomatic/hpijs**.

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



- 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**.



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

- **When Printing** you will be asked for your credentials.
Enter your BearPass Login and password then click on **OK**.
Your printout will be at the Front Desk with a cover page.



Enter your name and password for the printer
"Hutchens".

Name:

Password:

☐ Remember this password in my keychain