Printer - Add a network printer to Mac by IP or hostname

Action

To connect to a networked printer using its print network hostname or IP address on a Mac, follow the steps below.

Instructions

1. Confirm with the manager of your print queue that you a member of the group that has permission to use the printer.
2. Go to System Preferences.

![System Preferences]

These instructions describe a basic TCP/IP setup. If the printer is being hosted or served through a print server or another PC, these instructions do not apply. See Printer - Add a network printer to Mac by print queue instead.
3. Click on **Printers & Scanners**

4. Click on the + symbol to add a printer
5. Right click or hold the Control button on your keyboard and click on the grey area next to Windows, then select **Customize Tool Bar**.

6. Drag the **Advanced icon** up next to the Windows Icon.

7. Click on **IP icon (globe)** and enter the settings below:
   a. **Address**: Enter in the **IP Address** or **network name** of the printer
   b. **Protocol**: **Internet Printing Protocol - IPP**
c. Click on “Choose a Driver” and “Select Software” look for the corresponding driver. If it is not there download it from the manufacturers website or you can try and use the **Generic PCL driver**.

8. Click **Add** and that completes the printer setup

You can select which printer you want for your default/automatic printer in the Settings app.

Need more help? Contact the **ITS Service Desk**.