Setting up Wireless Printing on macOS

Action

To set up wireless printing to University printers in the campus libraries on a Mac, follow the instructions below.

Instructions

You must have administrative privileges on your computer to add printers.

1. In the Apple menu, open System Preferences
2. Click Print & Scan
3. Click the plus sign (+) to add a printer
4. Hold down the Control key on the keyboard and click anywhere on the toolbar
5. From the popup menu that appears, select Customize Toolbar...
6. Drag the Advanced icon to the toolbar and close the customization dialog
7. Go to the Advanced tab and enter the following settings:
   - Type: LPD/LPR Host or Printer
   - URL: \texttt{lpd://payprintsrv.univ.albany.edu/PrintQueueName} where "PrintQueueName" is the printer queue you would like to add (Print Queue Names listed below)
   - Name: Create a name that will indicate the desired printer to you (i.e. use the print queue name)
   - Location is optional and may provide more detail.
   - Print Using: Generic PostScript Printer

If these settings are unavailable (greyed out), turn off Printer Sharing via System Preferences > Sharing > Printer Sharing and try again.

8. When completed, click Add
9. When prompted, check the Duplex Printing Unit box and click OK
10. The printer should automatically install and then appear in your Printers list. Once the printer(s) are installed, they will be listed with and function the same as any other printers on your computer.

If you want to print to more than one printer or location, you will need to install each desired printer (steps 7 and 8 above).

Documents sent for printing, but not printed, will expire from the print queues after two hours.

Print Queue Names

<table>
<thead>
<tr>
<th>Print Location</th>
<th>Print Queue</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Library B/W</td>
<td>UnivLibBW</td>
</tr>
<tr>
<td>University Library Color</td>
<td>UnivLibColor</td>
</tr>
<tr>
<td>Science Library B/W</td>
<td>SciLibBW</td>
</tr>
<tr>
<td>Science Library Color</td>
<td>SciLibColor</td>
</tr>
<tr>
<td>Dewey Library B/W</td>
<td>DeweyLibBW</td>
</tr>
<tr>
<td>Dewey Library Color</td>
<td>DeweyLibColor</td>
</tr>
<tr>
<td>School of Business B/W</td>
<td>BBLASER</td>
</tr>
<tr>
<td>School of Public Health B/W</td>
<td>L1LASER</td>
</tr>
</tbody>
</table>

Removing a printer

1. Open Printers from System Preferences
2. Highlight the printer you would like to remove and click the minus sign ( - ) to remove it

Need more help? Contact the ITS Service Desk.