At a Glance

This guide will outline the steps to connect your Apple OS X computer to FHU public printers.

Apple OS X Printer Setup

In this section, we'll examine the steps to configure a FHU public printer on your Apple OS X computer.

Step 1:   Identify the printer. Record the *Print Server* and *Queue Name* located on the sticker attached to the printer.

Step 2:   Open System Preferences by clicking on the Apple icon in the system menu and then selecting *System Preferences* or by clicking on the *System Preferences* icon on the dock.
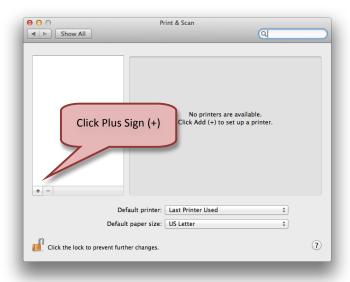
System Preferences on Dock

Step 3:   Under System Preferences, click *Print & Scan* (Please note on older versions of OS X this function may be labeled as *Print & Fax*).

Click Print & Scan

Step 4:   Add a printer by clicking the plus sign (+).

Step 5:   On the Add Printer window, select *IP* for the printer type and *Line Printer Daemon – LPD* for the Protocol.
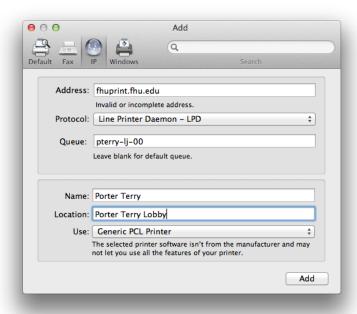
Step 6:   Enter the following information for the remaining fields and then click the *Add* button:

Address:	fhuprint.fhu.edu
Queue:	*Type the unique name of the printer as listed on the label attached to the printer.*
Name:	*Type the name of the printer. You may customize this name to your own specifications.*
Location:	*Type the location of the printer. You may customize the location name.*
Print Using:	In most instances, you should select *Generic PCL Printer*. However, the following printers require *Generic PostScript Printer* to be selected: Old Main, Athletics, Lib-MFP-00 and CUR-MFP-00.

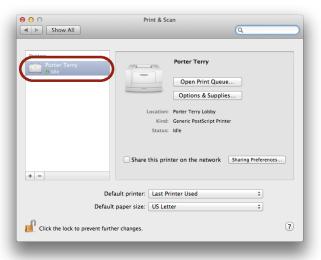The following is an example of data entered for a printer in Porter Terry:

Step 7:   If you are prompted to install a Duplex Printing Unit, leave the box unchecked and click the *OK* button.

Step 8: The new printer will be displayed in the printer list after configuration is complete.

Additional Assistance

If you need further assistance, please contact the HelpDesk at http://helpdesk.fhu.edu or by phone at 731-989-6333.