Set up a Mac or MacBook to print wirelessly to networked MFDs/Printers - OS X 10.7

IT Services Documentation Team. Updated 12 September 2014.

About Campus Printing

When printing on campus, you send your output to a holding queue. You can then print from this queue at any of the printers or MFDs, using your ID card or username and password to login.

MFDs

MFDs are Multi Function Devices capable of photocopying and scanning, as well as printing selected items from your print queue. Some MFDs also offer A3 and colour printing.

Printers

Printers print ALL of the items from your print queue. You can delete items from your queue using the e-pay Print Manage system (see overleaf). Some printers also offer colour print options.

Note: There are printers/MFDs in or near all PC classrooms, clusters and in public areas, and also on each floor of the library.

Adding a Printer or MFD

1. Open a web browser and navigate to: http://localhost:631/admin

2. The CUPS 1.5.0 screen opens.

   Under CUPS for Administrators:
   - Select Adding Printers and Classes

3. On the following screen, under Printers, click Add Printer
   
   Type in your Mac administrator username and password
   
   Click Log In

5. Select the **Windows printer via spoolss** radio button
   
   Click Continue

6. In the **Connection** text box, type the following:
   
   `smb://username:password@printanywhere.abdn.ac.uk/MFD-PULL-COLOUR`

   **Note:** Substitute your University username and password in place of the words: **username** and **password**

   Click Continue

7. Enter the following information:

   **Name:** MFD-COLOUR
   
   **Description:** MFD Colour Wireless
   
   **Location:** anywhere

   Click Continue
8. Choose **Generic** from the **Make** drop-down list
   
   Click **Continue**

9. Choose **Generic PostScript Printer (en)** from the **Model** drop-down list
   
   Click **Add Printer**

10. On the next screen, click **Set Default Options**
    
    Close your web browser

**Customising Print and Fax Options**

1. From the Apple menu, select **System Preferences...**
   
   From the System Preferences window, click once on the **Print & Scan** icon
2. In the **Print & Scan** window, you will see the printer you have just added.

   Click **Options & Supplies...**

3. Select the **Driver** tab.

   Tick the **Duplexer** checkbox

   Click **OK**

4. Select **MFD Colour Wireless** from the **Printers** list on the left

   Click **Open Print Queue...**

5. Click **Printer** on the Apple menu bar

   Select **Print Test Page** from the pop-up menu

   Login to an MFD to collect your test page

If you require further assistance, please contact the Service Desk – servicedesk@abdn.ac.uk