Set up a Mac or MacBook to print wirelessly to networked MFDs/Printers - OS X 10.8+

IT Services Documentation Team. February 2014 (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 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 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 the Terminal (type Terminal in the search box or go to Applications, Utilities, Terminal).
2. In the Terminal, type: cupsctl Webinterface=yes then press Enter.
3. Open a web browser and go to: http://localhost:631/admin
4. Click Add Printer.
5. Type in your Mac administrator username and password.  
   Note: This is not your University credentials.
6. Click Log In.
8. Click Continue.
9. In the Connection text box, type the following:  
   smb://username:password@printanywhere.abdn.ac.uk/MFD-PULL-COLOUR
   Note: Use your University username and password in place of the words username and password.
10. Click Continue.
11. Enter the following information:
   - **Name:** MFD-COLOUR
   - **Description:** MFD Colour Wireless
   - **Location:** anywhere

12. Click Continue.

13. Choose **Generic** from the **Make** drop-down list.

14. Click Continue.

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

16. Click Add Printer.

17. On the next screen, click **Set Default Options**.

18. Close your web browser.
Customising Print and Fax Options

1. From the Apple menu, select System Preferences...
2. From the System Preferences window, click once on the Print & Scan icon.
3. In the Print & Scan window, you will see the printer you have just added.
4. Click Options & Supplies...
5. Select the Driver tab.
6. Tick the Duplexer checkbox.
7. Click OK.
8. Select MFD Colour Wireless from the Printers list on the left.
9. Click Open Print Queue...
10. Click Printer on the Apple menu bar.
11. Select Print Test Page from the pop-up menu.
12. Login to an MFD to collect your test page.

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