



Adding Printers on MacBook Air

1. Click on **APPLE** menu and select **System Preferences**
2. Click on **Print & Scan**
3. Click on the plus (+) sign below the **Printers** list
4. The **Add Printer** dialog box will appear.
5. Click **IP** at the top
6. In the **Address** box, enter **printers.da.edu**
7. In the **Protocol** box, select **Line Printer Daemon - LPD**
8. In the **Queue** box, enter the name of the print queue. Ex: **Admissions MFD**
9. Enter a descriptive **Name** and **Location** for the printer.
Ex: **ADMISSIONS MFD** and **2nd Floor, MSB.**
10. In the drop down menu next to **Print Using**, click on **Select Printer Software**
11. In the **Filter** box enter the model of the printer you are adding. In the case of the MFDs, you should simply type in the bolded number and the right driver will be selected {see list below}
12. Select the driver from the list and click **OK**
13. Click **Add** when you return to the **Add Printer** dialog box
14. If a printer setup window appears, click **OK** to continue
15. Close the **Print & Scan** or go back to step #3 to add an another printer