Deerfield Academy

Information Technology Services

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 **Queue** box, enter the name of the print queue. Ex: **Dean of Students HP4240**
8. Enter a descriptive **Name** and **Location** for the printer. Ex: ***Dean of Students*** and ***2nd Floor MSB***.
9. In the drop down menu next to **Print Using**, click on **Select Printer Software**
10. 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*}
11. Select the driver from the list and click **OK**
12. Click **Add** when you return to the **Add Printer** dialog box
13. If a printer setup window appears, click **OK** to continue
14. Close the **Print & Scan** or go back to step #3 to add an another printer

Printer Names	Printer Models
PUBLIC_ARMS_MFD	7545
PUBLIC_HESS_MFD	7845
PUBLIC_LIBRARY_MFD	7545
PUBLIC_LIBRARY_BASEMENT_MFD	7545
PUBLIC_KOCH_ITS	6400
PUBLIC_KENDALL_MFD	5330
PUBLIC_MAILROOM_MFD	4112
PUBLIC_MSB_3RD_MFD	6655