

ADDING THE FOLLOW ME PRINT QUEUE ON A MAC

(Follow these instructions to use your Deerfield OneCard for printing)

1. Click the Apple menu in the upper left corner of the screen.
2. Select "System Preferences".
3. Double click on "Printers & Scanners".
4. Click the "+" in the lower left corner of the window.
5. Click the IP menu at the top of the screen.
6. In the "Address" field, enter printers.da.edu
7. The "Protocol" field should say "Line Printer Daemon – LPD".
8. In the "Queue", type in **Follow Me B&W**.
9. In the "Name" field, type in **Follow Me B&W**.
10. Leave Location blank.
11. In the "Use" field, click Select Software out of the drop down menu.
12. In the search bar type in the printer model (see list below).
13. Click to select the model in the list, then click ok.
14. Click "Add".
15. Repeat these steps to add **Follow Me Color**.
16. After sending a print job, wave your **Deerfield OneCard** at the card reader on the MFD until it beeps, then follow the on screen instructions to register your card the first time.

Printer Names

Follow Me B&W
Follow Me Color

Printer Models

D95 (Xerox D95 Copier-Printer, 3.65.3)
C60 (Xerox Color C60, 3.65.3)

The Follow Me print queues allow you to release your print jobs at any of the following MFD's:

Koch ITS Help Desk
Library MFD 1st floor
Library Basement
Hess MFD
Mailroom B&W MFD
Mailroom Color MFD
MSB 3rd floor MFD
Arms MFD
Kendall MFD