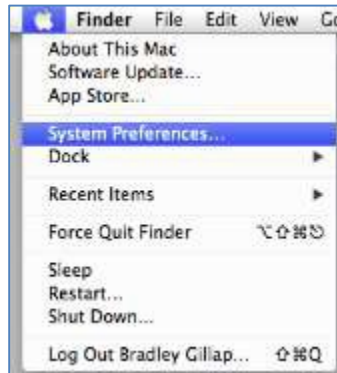


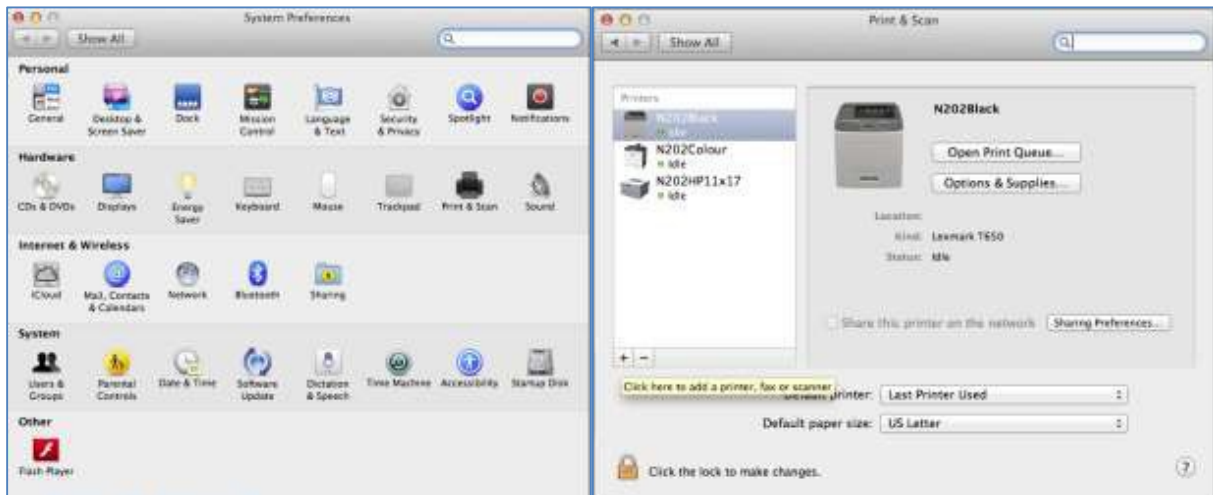
Mac Printer Setup Guide

Adding printers to Mac. Mac OS X 10.5 and up

1. Start by clicking on the “Apple” icon at the top left of the desktop.
2. Choose “System Preferences”.

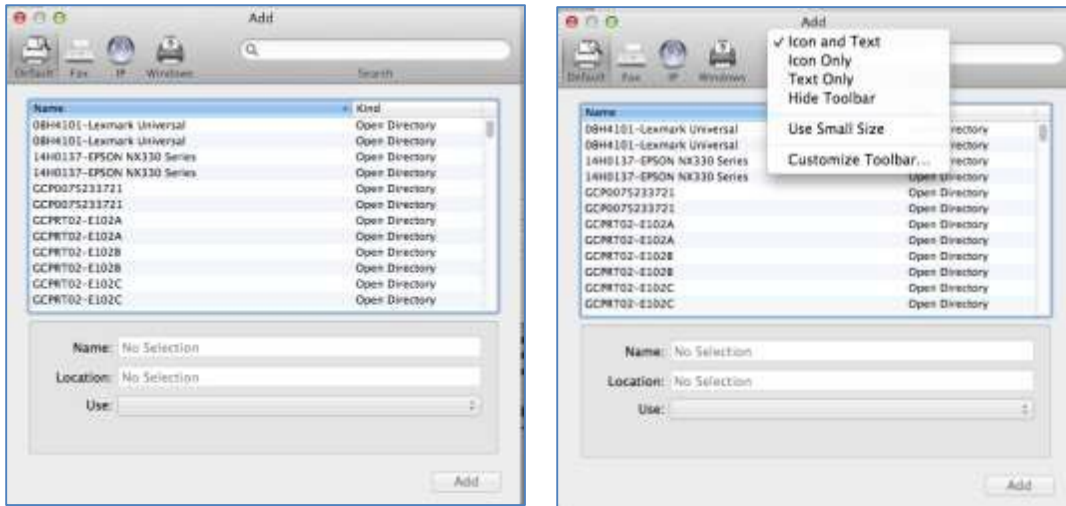


3. Click the “Print & Scanners” icon under the “Hardware” section.
4. Click on the plus “+” icon above the lock icon to add a new printer.



5. The option “Advanced” needs to be added to this screen. We’ll do that in step 6.
6. “Right click” on the dark grey portion just under the “Add” Title of this screen. If right click doesn’t exist hold the “COMMAND” key and “left click”.

7. Choose “Customize Toolbar” from the Menu options.

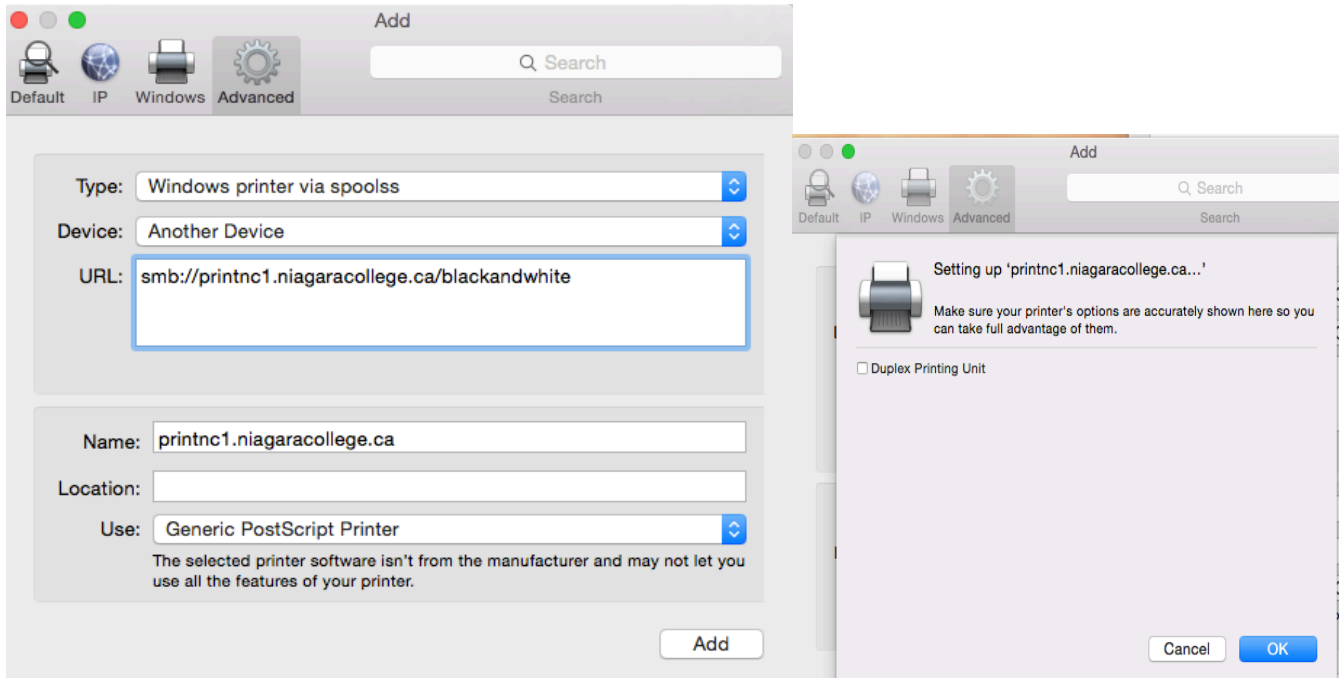


8. With the left mouse button drag the “Advanced” icon from this window to the top grey bar where you right clicked to add it to the list of existing icons. Click on “Done”.



9. Click on the “Advanced” icon to customize printing options.
- Type: Windows printer
 - Device: Another Device
 - smb://path to printer. Example: smb://printnc1.local.niagarac.on.ca/BlackandWhite
 - Name: The name that the printer will show up as to the user.
 - Location: “Will be filled in automatically”
 - Use: Generic PostScript Printer. This should work for all printers but if it doesn't don't hesitate to try the PCL driver.

10. Click the “Add” button and then click the “OK” button.



11. **IMPORTANT!!** The first job you send to the printer should ask you to login. Fill in the authorization box fields like this:

Username: NC\BLACKBOARD USERNAME (Example: NC\username)

Password: BLACKBOARD PASSWORD