

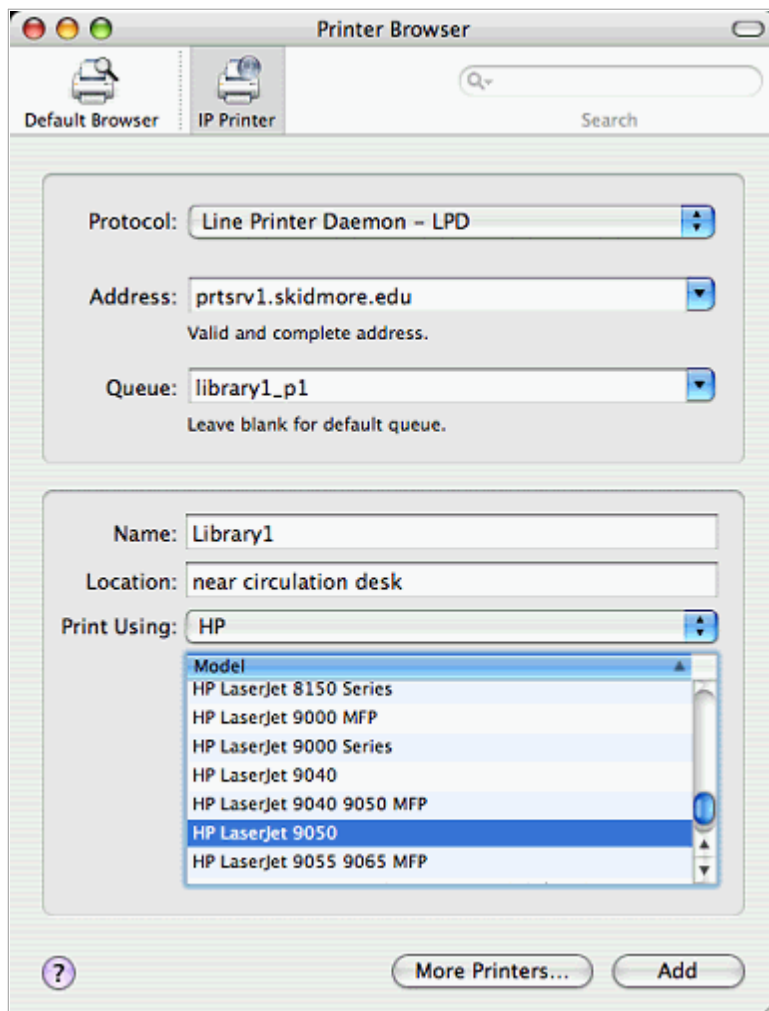
Connect Mac OS X Panther and Tiger to Campus Printers

Before starting you will need:

- Skidmore's name for your printer, e.g. library1_p1 or library2_p2 or CaseLounge_P1
- The server, e.g. prtsrv1, prtsrv2, or prtsrv3. See Note 1 at the end for more on print server names.
- The printer model, e.g. HP LaserJet 9050dn. Hint: Check the HP label on the front of the printer.
- Which version of OS X? Open the **Apple** menu and choose **About this Mac**. 10.3 and 10.4 apply here.

Adding a Printer:

1. In Finder, choose **Go** → **Computer** → **Applications** → **Utilities** → **Printer Setup Utility**
2. Click the **Add** button and make these settings:
 - a. *Panther*: **IP Printing** and **LPD/LPR** *Tiger*: **IP Printer** and **Line Printer Daemon - LPD**
 - b. Enter the **printer address** in the format *server.skidmore.edu* - e.g. *prtsrv1.skidmore.edu* ^{note 1}
 - c. **Queue** is the Skidmore name for your printer, e.g. library1_p1
 - d. Tiger has a typing box for **Name**:
Enter a plain English name, not the name of the print server. For example, enter *Library1* or *Laser in Pal 401*.
You could also use the IT assigned name of the printer, e.g. library1_p1.
You don't want the name to say prtsrv1.skidmore.edu or prtsrv2.skidmore.edu. Those names are not helpful.
 - e. **Print Using**: Pick the brand, usually HP, and the **Model**. All public printers in the library are *HP LaserJet 9050*.
 - f. Click the **Add** button.



Choosing Printer Properties

After selecting the make and model, you may be asked for details about the printer.

If the printer's name includes a 'd' as in LaserJet 4250dtn, the printer has a built-in duplexer (meaning it can print on both sides).

For example, the public printers in the library have trays 1, 2, 3, and 4, as well as duplex. There is no envelope feeder.

For an office printer, call the help desk if you need help when specifying the hardware components.

Set the Default Printer

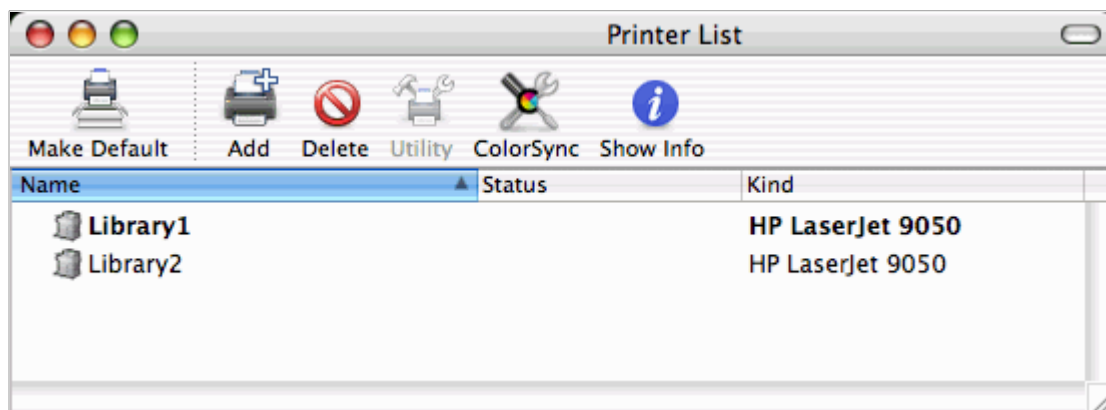
The Printer List should still be open.

When multiple printers are listed, the default is in **bold type**.

"Default" means that if you click the print button rather than selecting a printer from a menu, the job goes to this printer.

Another way of saying it is that if you go through the File menu and choose Print, you will be able to select from a list of printers and change various settings such as number of copies or duplex on or off. However, if you click the print button on the toolbar, the default printer will be used and no questions are asked.

In this illustration, Library1 is the default printer:



1. To change the default, click to select a different, non-bold printer's name.
2. On the toolbar, click the **Make Default** button.
3. Verify that the correct printer name is **bold** and then close the Printer List window.

Note 1: Entering the Server Name

The last two characters of the printer's name indicate the server. Since library2_p2 ends in p2, this table shows that the server is prtstrv2.

Cue	Server Name	Printer Address	Examples
P1	prtstrv1	prtstrv1.skidmore.edu	library1_p1 and library3_p1
P1	prtstrv1	prtstrv1.skidmore.edu	CaseLounge_P1
P2	prtstrv2	prtstrv2.skidmore.edu	library2_p2
P2	prtstrv2	prtstrv2.skidmore.edu	library4_p2
P3	prtstrv3	prtstrv3.skidmore.edu	various Xerox copiers & HP laserjets
C8	cits8	no longer exists	printers were moved to other servers

Another way of stating the examples:

Near the circulation desk: library1_p1 uses prtstrv1.skidmore.edu

Near the reference desk: library2_p2 uses prtstrv2.skidmore.edu

Near the first floor windows: library3_p1 uses prtstrv1.skidmore.edu

In Case Lounge: CaseLounge_P1 uses prtstrv1.skidmore.edu

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