

Guide Name Installing a printer on a Mac

This guide describes how to install a printer on a Mac computer.

Steps	Description	Navigation
Download Printer Driver	<p>Find and download the printer manufacturer's driver package from Apple's website.</p> <p>The latest drivers (updated 6/2/2017) can be found here:</p> <p>Ricoh Drivers Xerox Drivers HP Drivers</p>	
Connect to Network	<p>Connect your Mac to DTU's wireless network.</p>	
Open System Settings	<p>Click the Apple icon in the top-left corner of the screen.</p> <p>Select System Settings.</p> <p>Click Printers & Scanners.</p>	
Add Printer	<p>Click + (the Add button).</p> <p>Select Add Printer or Scanner.</p> <p>If the "Advanced" button does not appear: CTRL+click in the area next to the printer icon where it says "Windows." Select Customize Toolbar... Click and hold the Advanced button, then drag it next to the "Windows" icon.</p> <p>Click Done.</p>	
Configure Printer	<p>Click Advanced.</p> <p>Set the following fields:</p> <p>Type: Windows Printer via spoolss URL: Lyngby: smb://ait-print.win.dtu.dk/[Printername] Ballerup: smb://bait-print.win.dtu.dk/[Printername] Name: [Printername] Use: Select Software... and choose the printer model from the driver package you downloaded earlier.</p> <p>Click Add, then OK.</p>	
Test Printer	<p>Open a document and click Print.</p> <p>If prompted for a username and password, enter your DTU login credentials and click OK.</p>	
Trouble-shooting	<p>If you receive the error "Hold for Authentication" and are not prompted to enter your credentials:</p> <p>Open the Keychain Access application.</p> <p>In the left panel, make sure login under Keychains and All Items under Category are selected.</p> <p>Use the search bar to search for the word: PRINT</p>	

	<p>Find and delete any entries related to DTU printers. You can select an entry to see what it is used for.</p> <p>This usually happens if you selected “Remember password” when approving a printer, entered incorrect credentials, or recently changed your password.</p>	