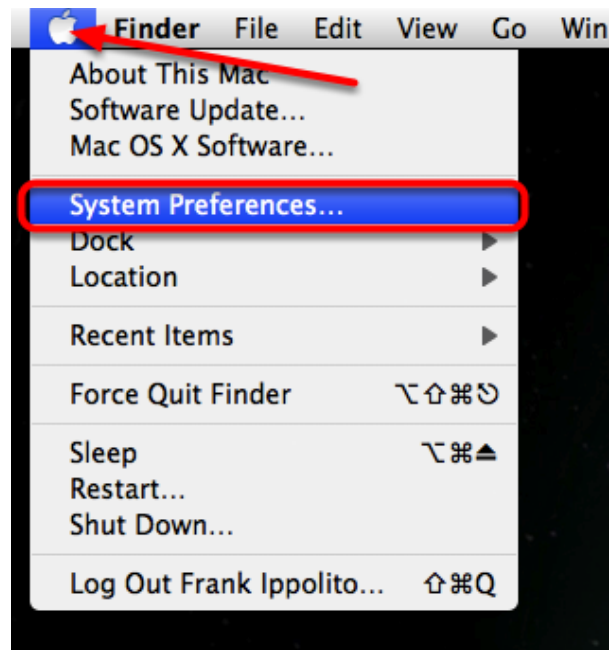


How to add a printer on a Mac

Follow these instructions to add a printer on your Macintosh computer. Some images shown here may differ slightly than what appears on your own computer depending on the version of your operating system.

Step 1

Click on the **Apple (€)** Menu and select **System Preferences...**



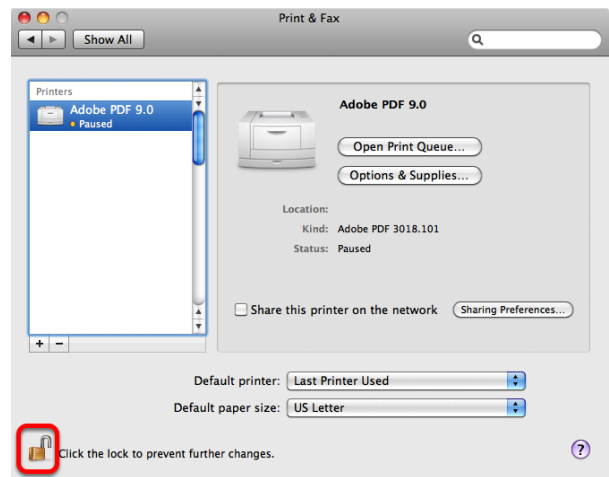
Step 2

Select the **Print & Fax** icon.



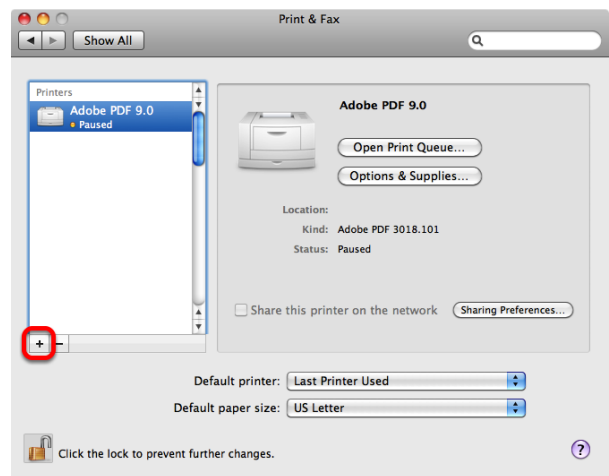
Step 3

Click on the lock icon (see image at right) and enter your password, if prompted.



Step 4

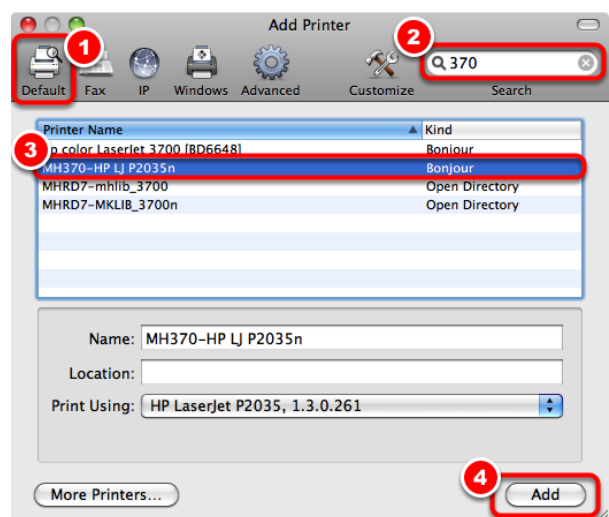
Click the "+" symbol to add a new printer.



Step 5

Select the **Default** icon, then enter your room number in the search field. Highlight your printer in the list when it appears and click the **Add** button.

NOTE: If your room's printer does not appear in the list, please contact the IT department via a FirstClass help request.



Step 6

If your printer has any optional accessories, please select them here, then click **Continue**.

