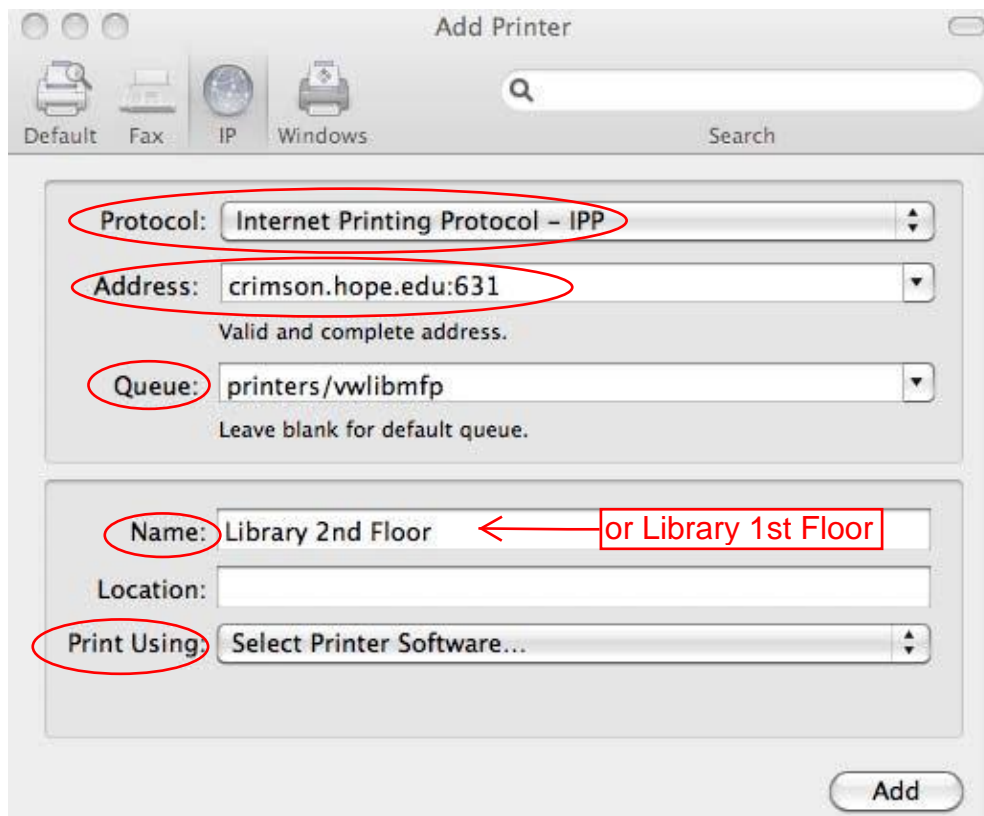


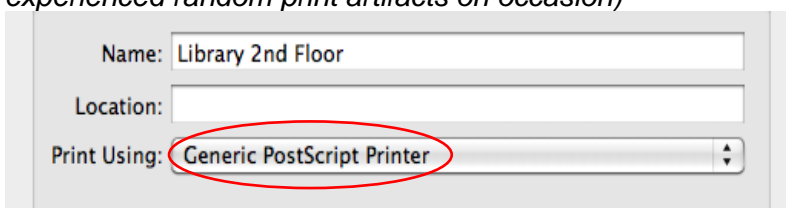
# Printing to Library printers- Macintosh computers

## First Floor Laser Printers and 2<sup>nd</sup> Floor MFPs – choose accordingly

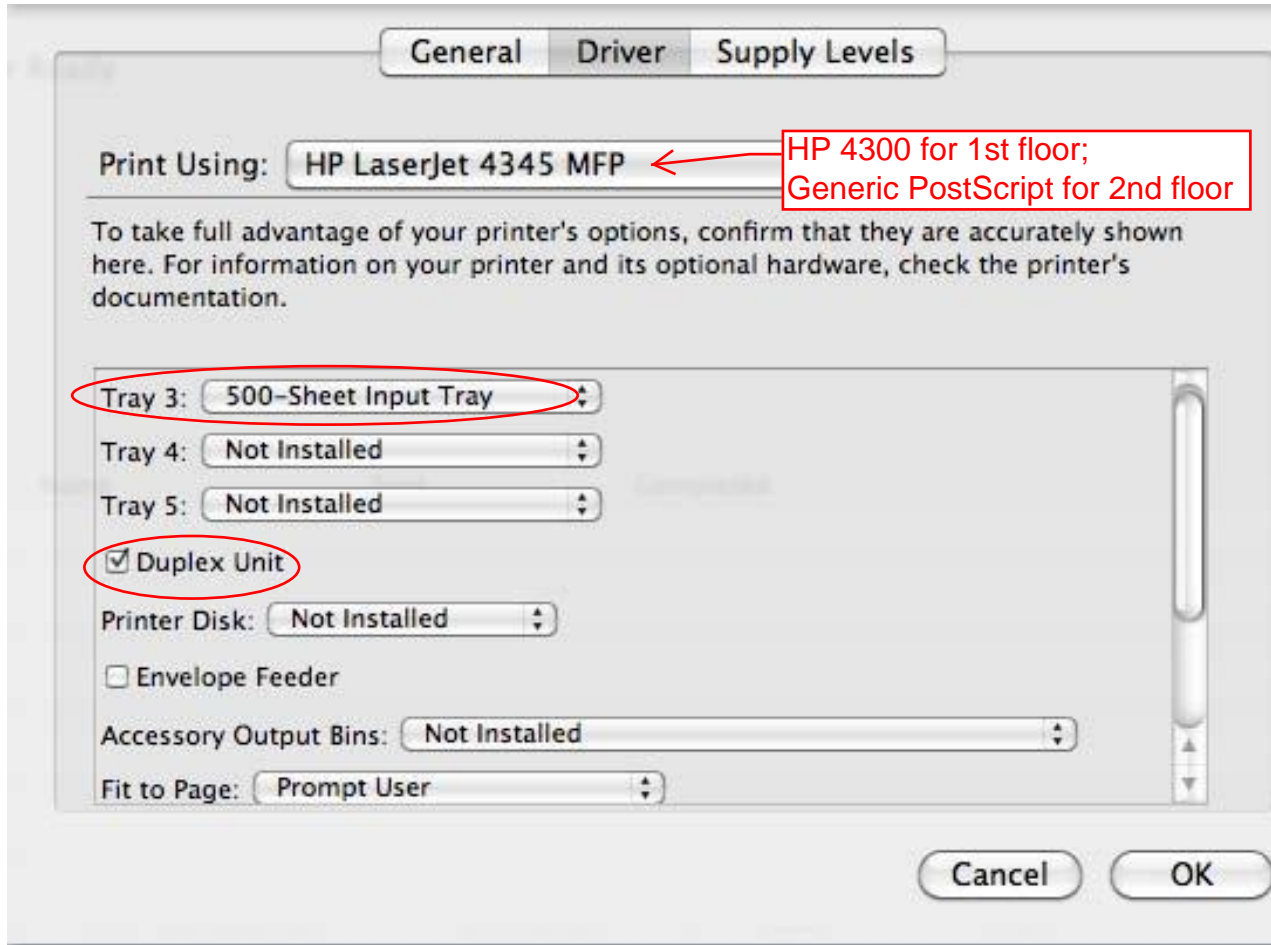
1. System Preferences -> Print & Fax -> “+” button to add printer
2. “Add printer” > IP Tab (globe)
3. Change Protocol to Internet Printing Protocol – IPP
4. Address > “crimson.hope.edu:631”
5. Queue: For **First floor**, input “**printers/vwlibcat**”  
For **Second Floor**, input “**printers/vwlibmfp**”



6. Name > input "Library 1st floor, or Library 2<sup>nd</sup> floor", as indicated
7. Print using > choose “Select Printer software”
8. A window will pop up where you choose printer Driver Software:  
For **First Floor**, select “**HP 4300 Series**”  
For **Second Floor**, select “**Generic Postscript Printer**”  
(“*HP Laserjet 4345 MFP*” for can be selected for 2<sup>nd</sup> floor, but a few laptops have experienced random print artifacts on occasion)



9. Click “Add” which will launch the next window:



10. For “Tray 3”, Select “500-Sheet input Tray”

11. Check Box next to “Duplex Unit” for 2 sided printing capability

12. Click “Continue” or “OK”