

Installing Department Printers on Macs

13 Nov, 2016

Note: This covers El Capitan (10.10) and Sierra (10.12). Early versions of the Mac system are no longer receiving security updates. The upgrade is free, so you should do the upgrade if at all possible. If you have questions about the upgrade, want help with it, or have to keep running an older OS version and want advice to improve security or help installing Papercut, send email to weeks@chem.washington.edu.

Install printer drivers

If you haven't already been printing to departmental HP printers, you should download and install the latest HP printer drivers:

<https://support.apple.com/kb/DL1888>

Once installed, they'll be updated during normal system updates.

Enable advanced options

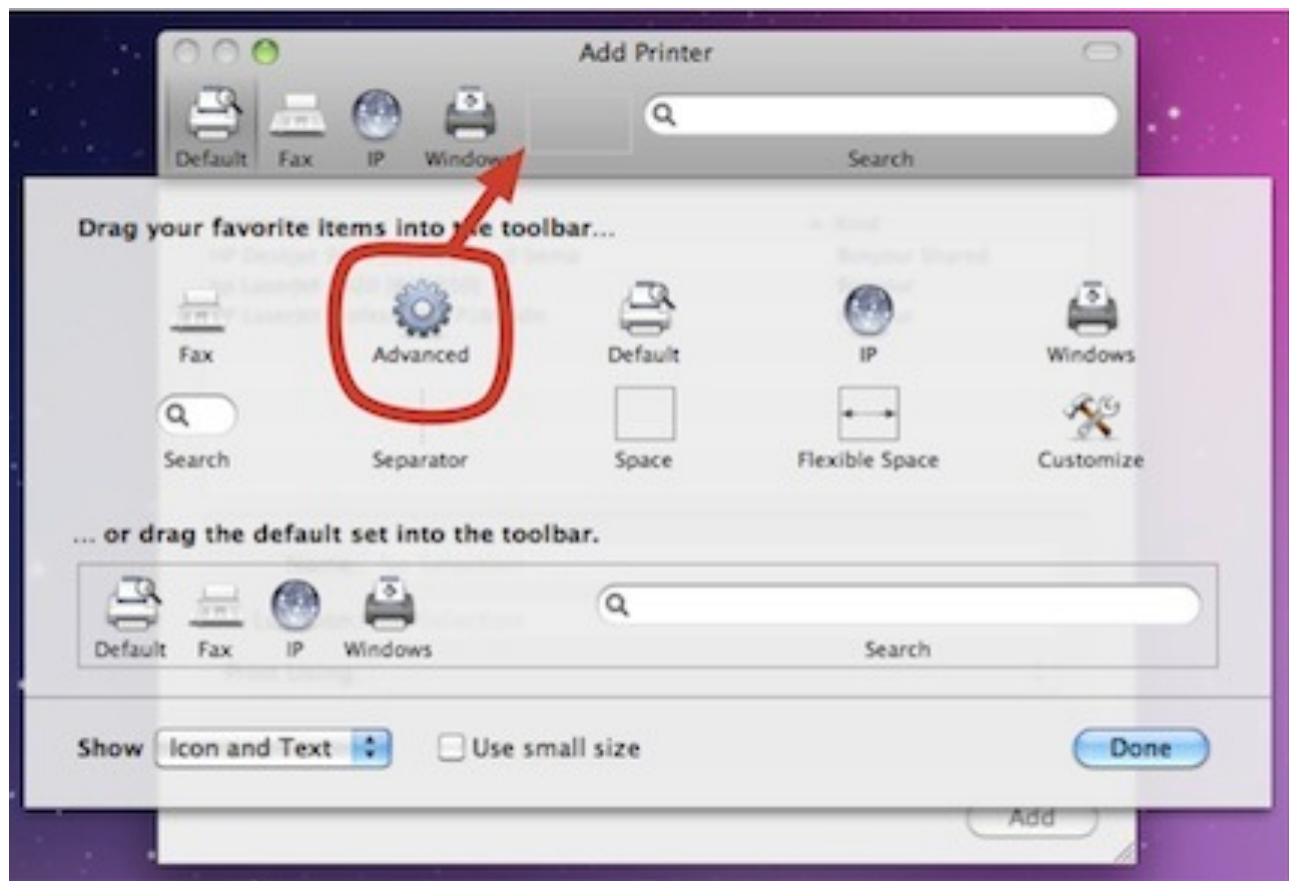
(You only need to do this once per computer.)

In System Preferences, select Printers & Scanners. If the padlock icon is closed (lower left) click it to authenticate as the admin user.

Click on the + to open the Add Printer window.

Enable the advanced settings:

- Control-click in the window titlebar
- Select Customize Toolbar
- Drag the Advanced tool (gear icon) to the toolbar
- Click on Done



Add a department printer

- Select Advanced in the Add Printer window (this is often slow)
- In the Type menu, “Windows via spoolss” depending on OS version.
- In the URL box, type or paste the URL for the printer you want to add.

smb://iprint.chem.washington.edu/room_printer

smb://iprint.chem.washington.edu/BAG129_HP4200

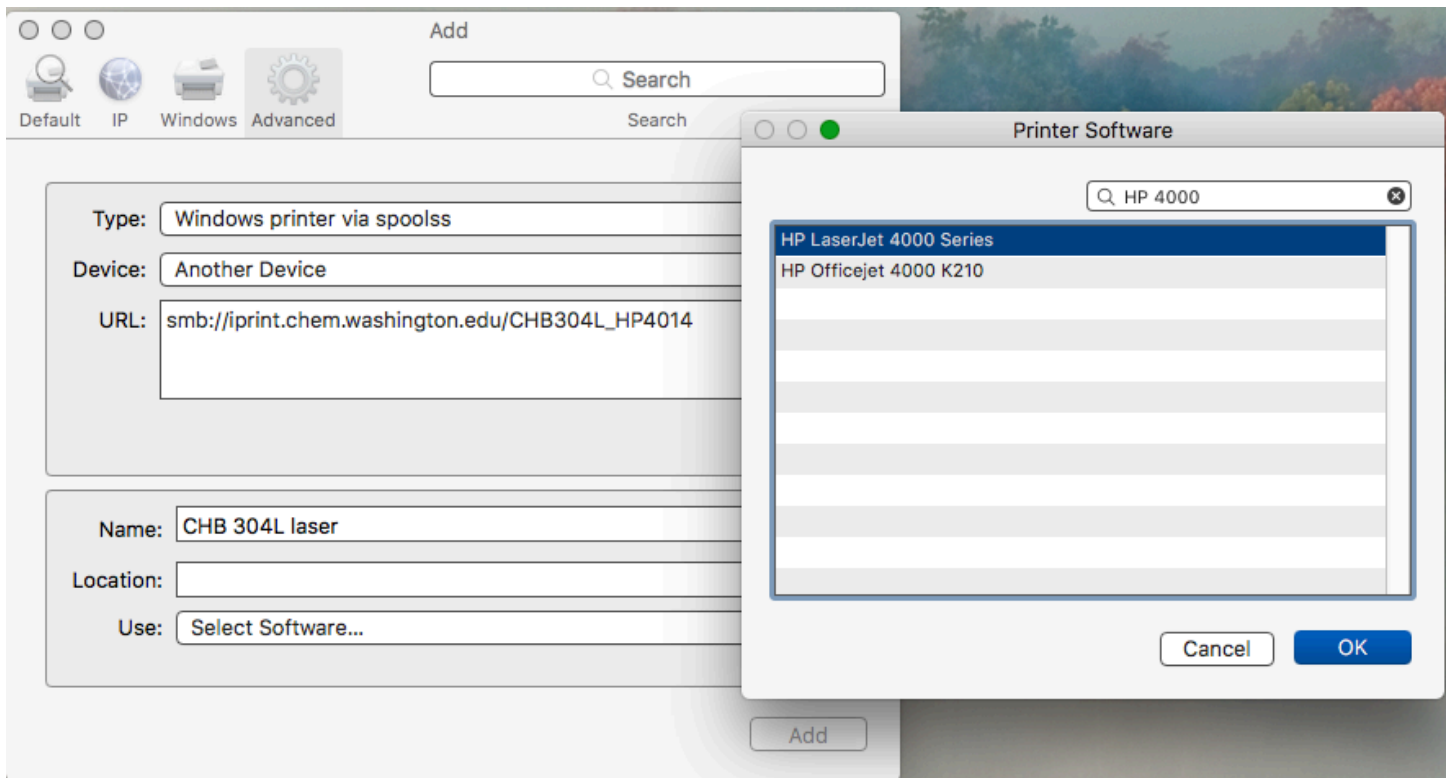
smb://iprint.chem.washington.edu/CHB304L_HP4014

smb://iprint.chem.washington.edu/BAG129_HP3505_COLOR

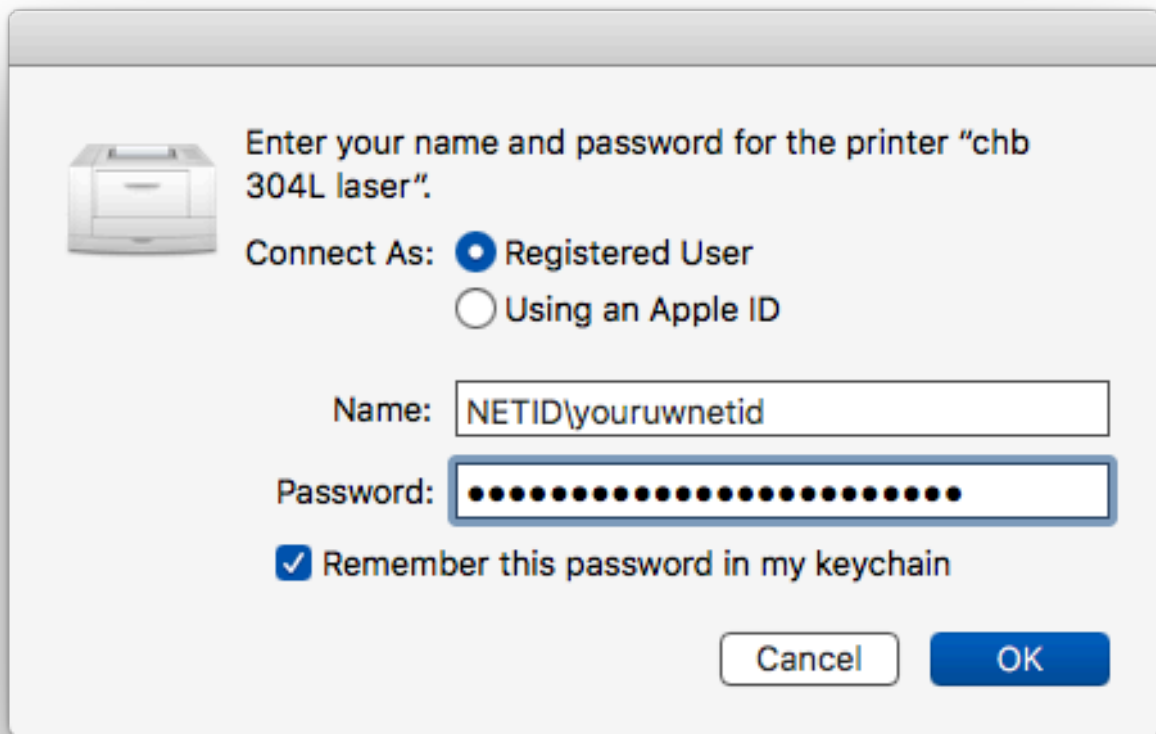
Anything in the Name field will show up in your printer list, so name it something you'll recognize. Location: is optional.

Choose a printer driver

In the Use: Choose a Driver... menu, select "Select Software". Use the search box to find what you need quickly. E.g. for the HP printer in Bagley 129, search for "hp 4200", and select "Laserjet 4200 Series".



The first time you print to a new printer, a generic authorization dialog may appear. This is not the Papercut authorization dialog, but an authorization to connect to the print server. Use your UW NetID. Check the 'save in keychain' box so you won't see it again.



If this dialog doesn't appear, and you can't print, you probably already have an older guest/guest password stored in your keychain for this printer. You'll have to delete it so that it will ask you again and you can use your NetID:

- Open Keychain Access in /Applications/Utilities
- Search for "iprint"
- Select any entries for the printer that you're setting up, and delete them.