
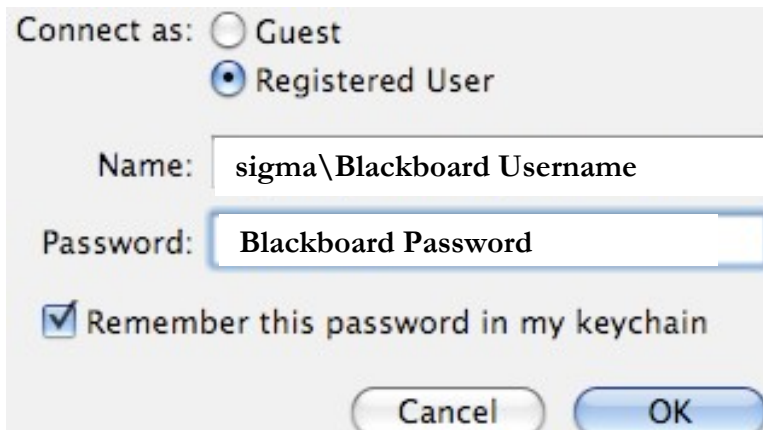


## How to Add a College Printer on a Mac

Before adding the printer, connect to the **WIFI** and have any **virus protectors or firewalls** turned off.

1. Click on the Apple  menu in the top left corner.
2. Click on **System Preferences**.
3. Click on **Printers & Scanners**.
4. Click the “+” button to add a printer.
5. Press the **Control** key while clicking the “**Default**” icon, then Choose **Customize Toolbar** from the contextual menu that appears.
6. Press the **Control** key while clicking the “**Advanced**” icon, then select **Add to Toolbar**.
7. Select the **Advanced** icon.
8. Choose “**Windows Printer via Spoolss**” from the “Type” pop-up menu.
9. In the **Device URL** field, type the printer’s address in this format:  
**smb://ncprint.northern.on.ca/p-lrc-printer1**  
or  
**smb://ncprint.northern.on.ca/p-lrc-printer2**
10. In the **Name** field type the name **Library Printer 1** or **Library Printer 2**.
11. In the **Print Using** field select “**Generic PostScript Printer**”
12. Click on the **Add** button to complete the printer installation.
13. When you submit your first print job, you’ll be prompted for authentication. Please enter your **Blackboard username and password**. (Using **sigma\** as a prefix before the username)  
**Checkmark** the box for “**Remember this password in my keychain**” See Screenshot below



Connect as:  Guest  
 Registered User

Name:

Password:

Remember this password in my keychain

Cancel OK