Mac OS X 10.6 & 10.7 Printer Installation

**NOTE**: The instructions below must be followed in their ENTIREITY before you may print.

**Step 1: Add a Public Network Printer to your Mac**

1. Open **System Preferences** and select the **Print & Scan** Utility

2. In the window that opens, click the + button to add a printer
3. A pop-up window will appear that has a printer configuration tool bar across the top. Click the button labeled **IP**.

4. In the **Address** box, enter **172.19.0.12** This is the IP address of the print server you are connecting to. (See picture below)
5. In the **Protocol** drop down box, select **Internet Printing Protocol - IPP**.

![Protocol drop down box](image)

6. In the **Queue** box, enter the word **printers** followed by a forward slash (/) and then the name of the printer you want to install.

   **NOTE:** The printer names are case-sensitive. See the table below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Printer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dixon</td>
<td>Dixon</td>
</tr>
<tr>
<td>Hotchkiss</td>
<td>Hotchkiss</td>
</tr>
<tr>
<td>Slight</td>
<td>Slight</td>
</tr>
<tr>
<td>Library</td>
<td>Library</td>
</tr>
<tr>
<td>NorthCampus</td>
<td>NorthCampus</td>
</tr>
<tr>
<td>Sweazy</td>
<td>Sweazy</td>
</tr>
<tr>
<td>Waldock</td>
<td>Waldock</td>
</tr>
<tr>
<td>Smith</td>
<td>Smith</td>
</tr>
<tr>
<td>LibraryColor</td>
<td>LibraryColor</td>
</tr>
<tr>
<td>StudentCenter</td>
<td>StudentCenter</td>
</tr>
</tbody>
</table>

7. In the **Name** box, enter the name of the printer you selected in Step 6 (see table above)

8. For the **Location**, You can input anything that will help you remember where the printer is (ie. 2nd Floor Smith Dorm) or you can just leave it blank.
9. For **Use**, choose **Generic Post Script Printer** and click **Add**.

![Generic Post Script Printer](image1.png)

**NOTE:** On the LibraryColor printer, you will see a check box labeled **Duplex Printing Unit** after you add the printer. Check this box.

10. Repeat steps 2-9 for each printer you want to add.

**NOTE:** In order for the printers to work, **PaperCut Print Management Client** must be installed. See Step 2 for details.

**Step 2: Install the PaperCut Print Management Client**

**NOTE:** The PaperCut client **must** be installed and running in order to print.

1. Click on the desktop of your computer so that the word **Finder** appears on the top left corner next to the Apple icon. Press **Command + K**.

![Finder desktop](image2.png)
2. A window labeled Connect to Server will open. In the **Server Address** field, type: `smb://172.19.0.11/pcclient` and click **Connect**.

![Connect to Server window](image1)

3. A window labeled Connecting to Server will open. Shortly after, another window will open requesting your login information. Make sure that the **Registered User** radio button is selected.

4. In the **Name** field, enter your TMC login name (e.g. francisjd). In the **Password** field, enter your TMC password.

5. Check the box labeled **Remember this password in my keychain** and click **Connect**.

![Connecting to Server window](image2)
6. A window labeled **pcclient** will open. Double click on the folder named **mac**.

7. A window labeled **mac** will open. Double click on the file named **client-local-install**.
8. A window will pop up asking if you would like to install the PCClient into the Applications Folder. Click **Yes**.

![Install PCClient into the Applications Folder?](image)

**NOTE:** You may see a message that asks if you would like to install the Java runtime. **Select Install.** It may take a few minutes for the installation process to complete.

![To open "PaperCut NG," you need a Java SE 6 runtime. Would you like to install one now?](image)

9. The PaperCut Client is now installed on your computer. PCClient **must** be running in order to print to the Network Printers.

![PCClient](image)

10. The first time PCClient opens, it will ask you for your login credentials. Enter your **TMC Username** and **password** into the appropriate fields. Check the box labeled **Remember my identity.** Then click **OK**.

![Login](image)
11. A small window will open displaying your username remaining printing account balance. Also on this window are the links for printer installation instructions as well as the printing account management page.

Step 3: Ensure that PCClient is Always Running

1. Open System Preferences.

2. Click Users & Groups.

3. Select your account from the left hand column.
4. Click the **Login Items** button at the top of the Window and then click the + button.

5. Navigate to the **Applications** folder and select the **PCClient** application.

6. Click **Add**.
Step 4: Printing a Document

1. When you print a document, another window will pop up asking you to confirm your printing credentials.

2. Enter your **TMC username** and **password** in the appropriate fields then select **Until I logout** in the **Remember** drop box.

3. The document will print and the appropriate amount will be deducted from your printing account balance.

Step 5: Troubleshooting

1. If you print a document and nothing comes out of the printer, check to make sure that the PCClient is running. It **must** be running in order for you to print.

2. When adding a printer, the Queue name and Address must be typed exactly. The Queue names are case sensitive.

3. If you are having further trouble printing, please ensure that you have followed every step of these instructions exactly.