Printing to Student Accessible Printers

Setup Instructions for Macintosh

Go to the **Apple** menu, then choose **System Preferences**. Click on **Print and Scan.**

Click on the + button below the printer list. In the "Add" window that comes up, look for **Advanced** in the toolbar with a gear icon.

If the "Advanced" gear icon does not appear

Right-click (or Control-click) on an empty part of the toolbar. Choose "Customize Toolbar", and then drag the icon into the toolbar.
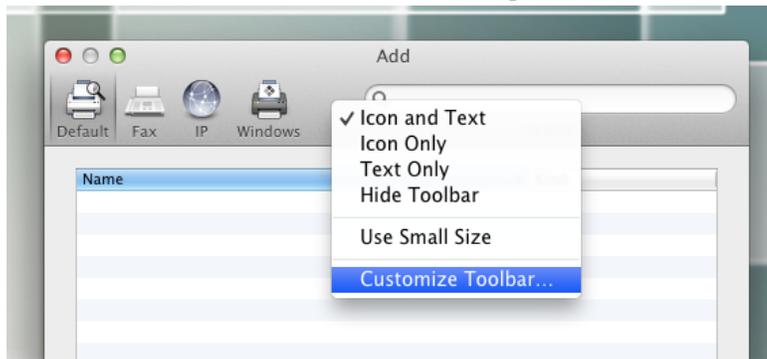
Setting up the Print Queue

Click on **Advanced**. Enter the following settings:
Type: "Windows" or "Windows printer via spools"

URL: should be of the form `smb://printbod.wuad.washburn.edu/<printer>`. The part after the last slash should be the name of the printer:

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MABPOOL	`smb://printbod.wuad.washburn.edu/mabpool`
LLCSTUDENT	`smb://printbod.wuad.washburn.edu/llcstudent`
WVSTUDENT	`smb://printbod.wuad.washburn.edu/wvstudent`

Name: set to the name of the printer, "LLCSTUDENT" or "WVSTUDENT". *This is what will show up in the print dialogs later.*

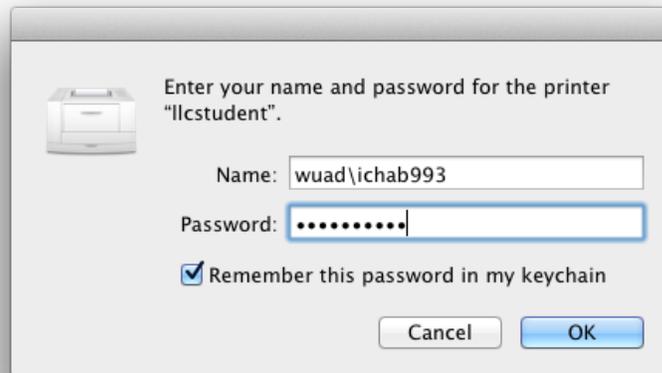**Use:** "Generic PostScript Printer"

Then click **Add**.

In a few seconds, a window will appear with a "Duplex" or "Duplex Printing Unit" checkbox. Click this to print on front and back, which uses less paper and is less expensive for you.
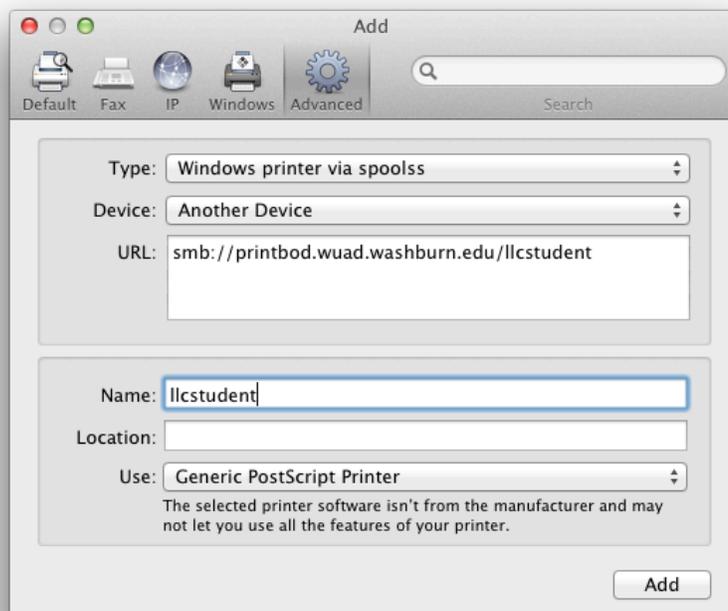
Entering your Username and Password

The first time you print, you'll see a box asking for your WUAD username and password:

Enter your WUAD   username as
`WUAD\username` and then your password.

IMPORTANT: click the "Remember this password in my keychain" box or else you'll have to enter your username and password again the next time you print.

Printing

When printing, choose the name of the printer you gave when setting it up. The printout will be available on the printer's release station.