Adding the Downstairs printer in macOS

1. Click on the **Apple** menu icon and then click **System Preferences**...

2. Select the **Print & Fax** icon.
3. Select the '+' (add) button to add a new network printer.
4. The window to add a printer will appear. The advanced option icon will need to be added to the toolbar. To do this, hold down the `ctrl` key and click on the grey area at the top of the window. In the drop down menu select **Customize Toolbar…**
5. Click and drag the Advanced icon to the toolbar, then select the Done button to continue.
6. Click on the **Advanced** icon in the toolbar. Select **Windows** as the connection type and in the URL field enter the following: path for the

**Ground floor** printer: `smb://print1.its.uidaho.edu/SCL-LAW18`
7. Click on the **Please select a driver or printer model** and select **Generic PCL Driver**.
8. When all of this is setup correctly please click on the Add button to install the printer.

When the printer is added to the local computer, print a test page to make sure the printer was installed correctly. It will ask for your Net ID when you print. Enter ad\ then your UI username (example: ad\vand1234). If you are unable to add a printer or have problems printing, please contact us.