HP LaserJet Macintosh setup
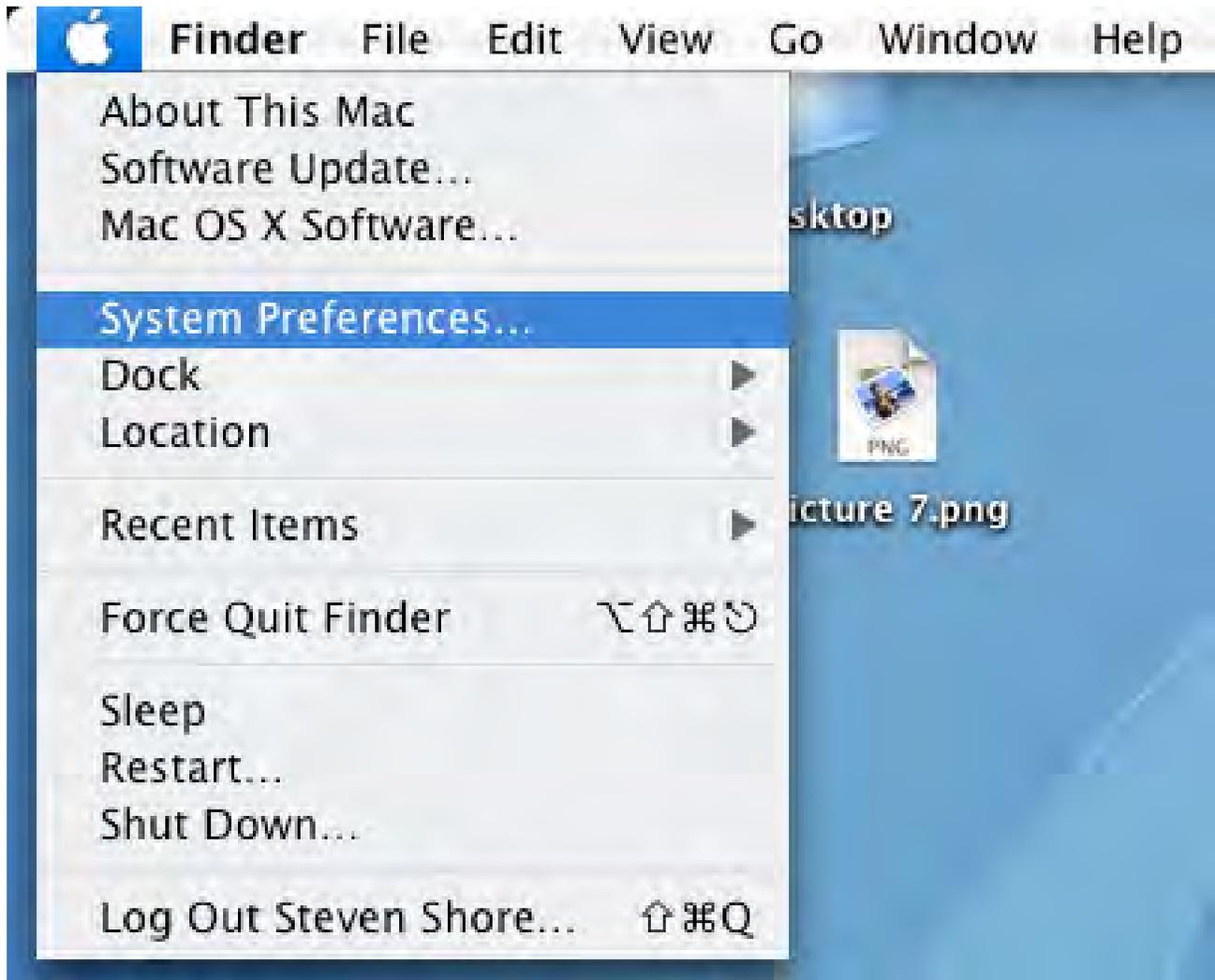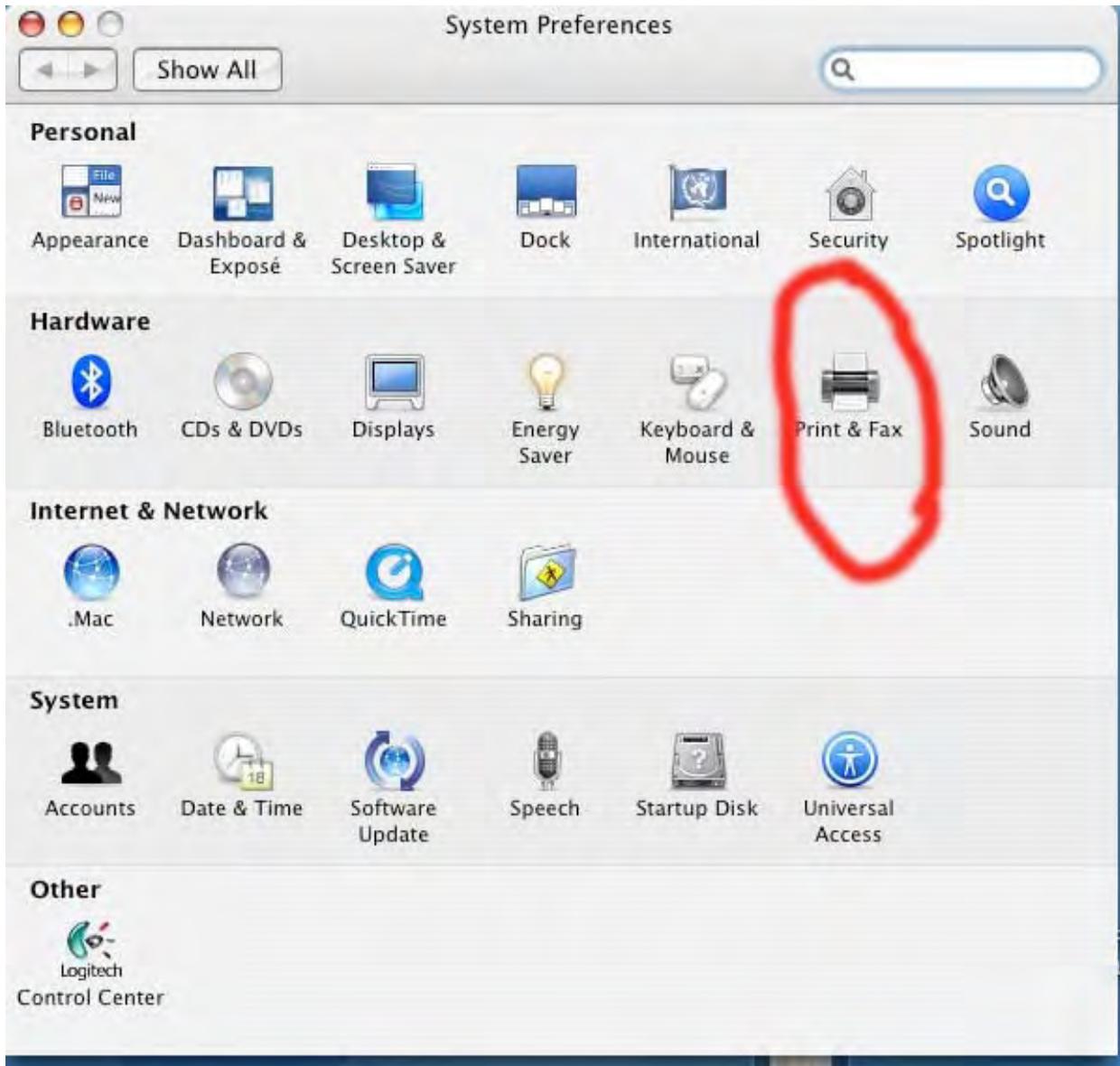
1 – From the *Apple menu* at the top of your desktop screen, scroll down to *System Preferences*
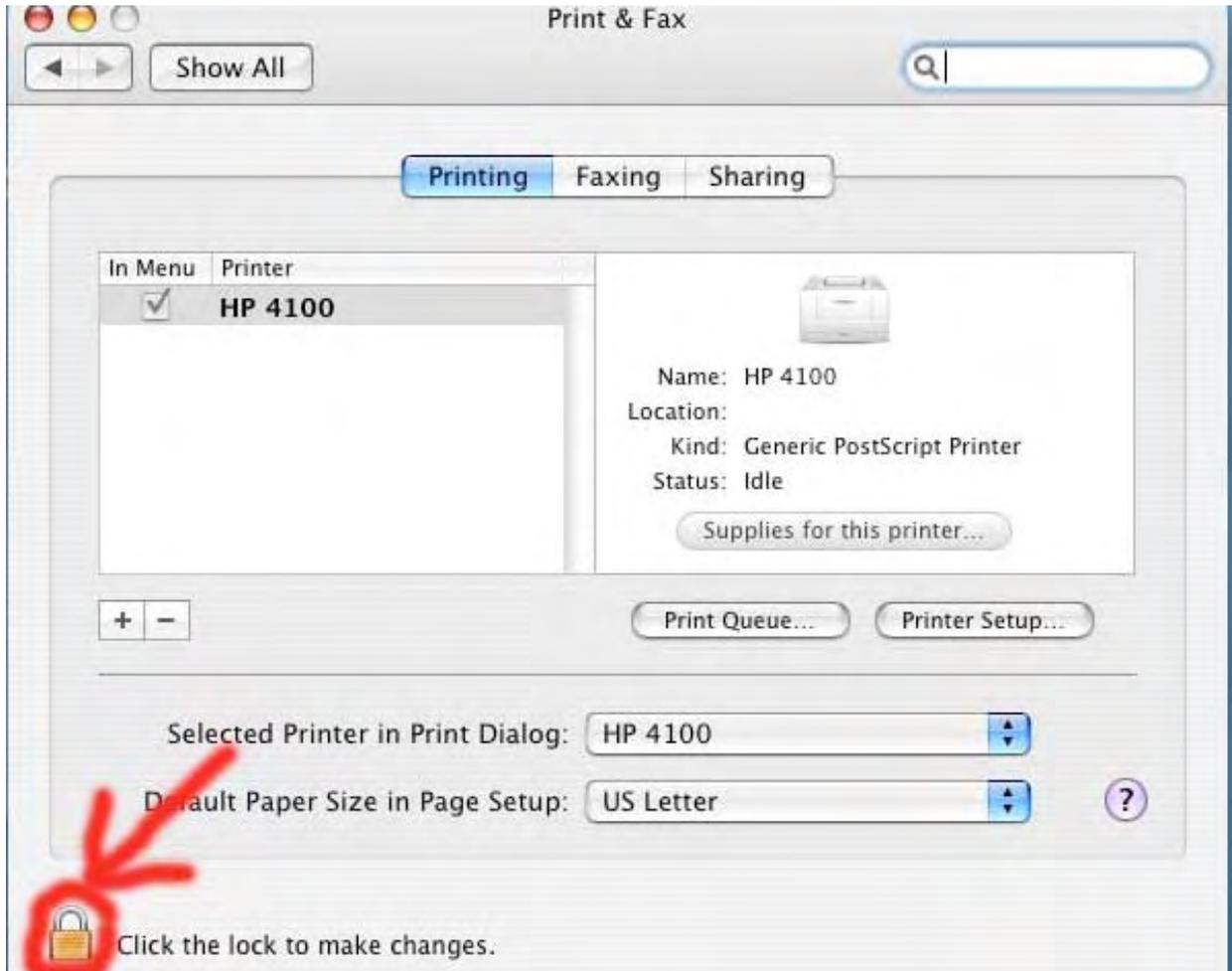
2 – Select Print & Fax from the System Preferences dialog window

3 – When the printer Dialog appears, click the lock

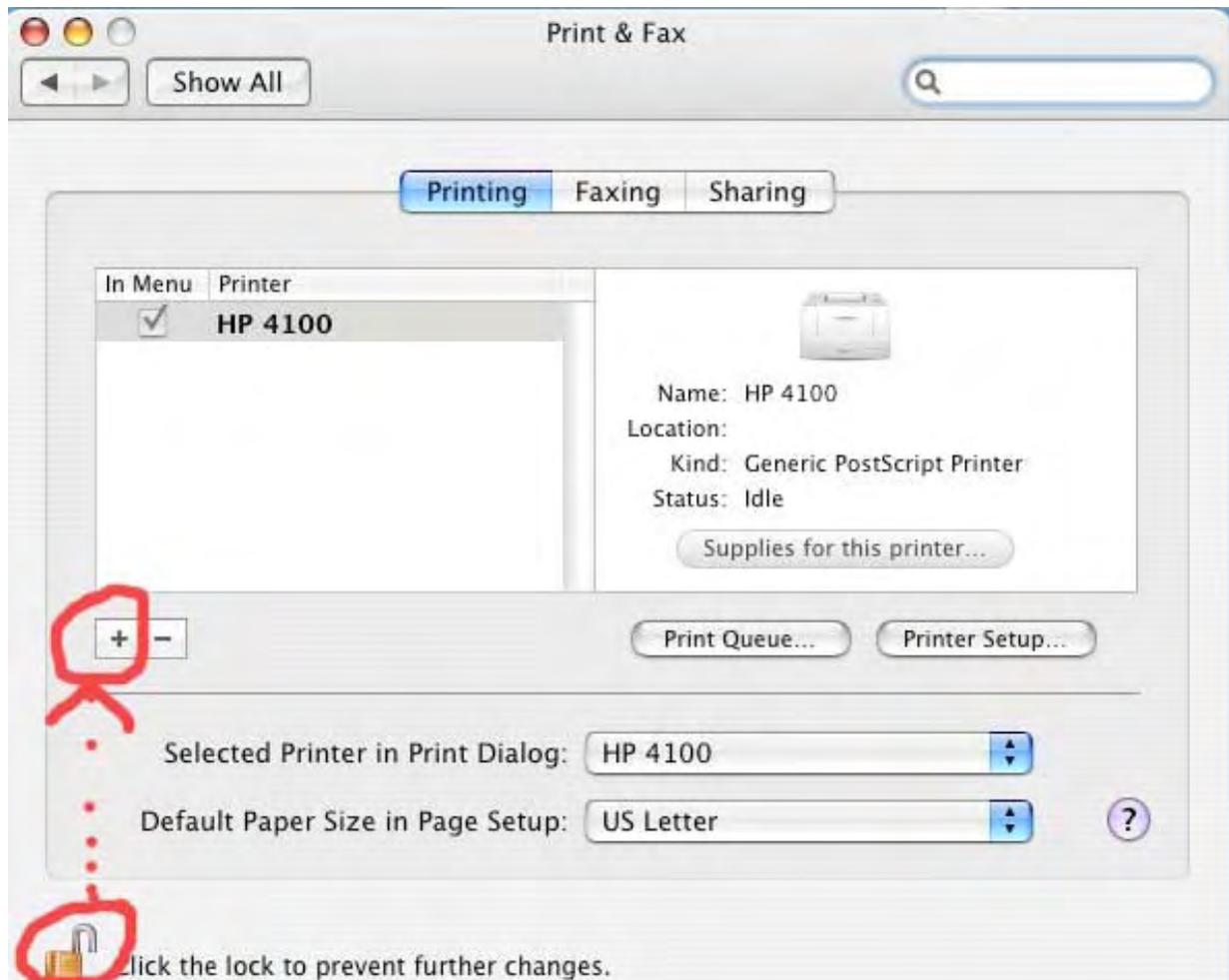**4 –** Enter the same name and password you use to log onto your Macintosh

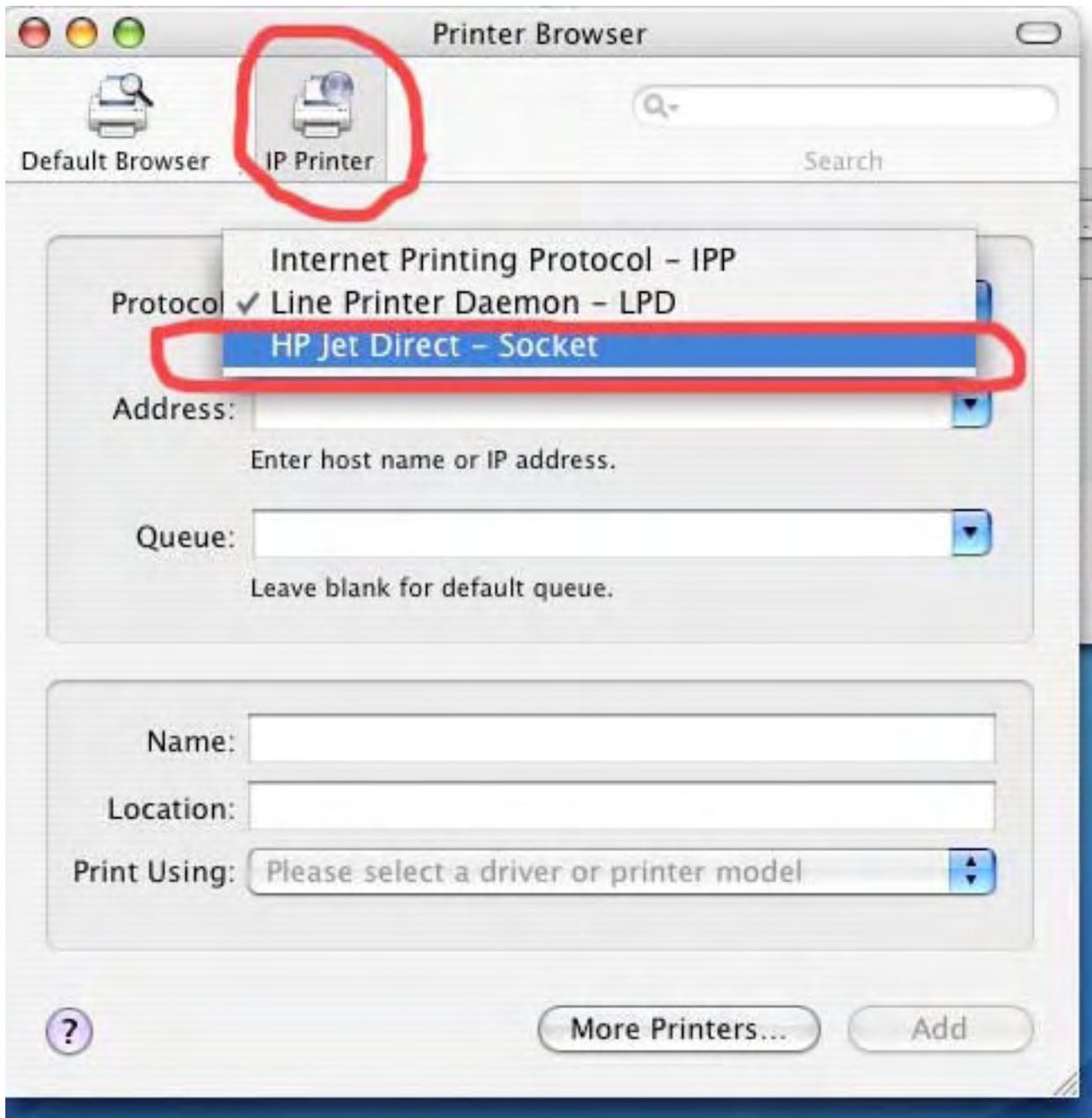**5 –** Make sure the Lock is open, then click the plus sign to *Add a Printer*

6 – Click on *IP Printer* and from the *Protocol* pull down, choose *HP Jet Direct - Socket*

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7 – Enter information supplied by your IT Team to fill in

- the IP Address of the printer
- name of the printer
- from the Print Using Pull Down menu, select HP and then the model number supplied by IT

  *(usually this **Print Using** final step will fill automatically)*