# 1 – From the *Apple menu* at the top of your desktop screen, scroll down to *System Preferences*

Š.	Finder	File	Edit	View	Go	Window	Hel
At	oout This	Mac			1		
So	ftware Up	date			-		
Ma	ac OS X S	oftwar	e		skt	op	
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Lo	g Out Ste	ven Sł	ore	ŵ₩C	2		

**2** – Select Print & Fax from the System Preferences dialog window



3 – When the printer Dialog appears, click the lock

Show All	Print & Fax
	Printing Faxing Sharing
In Menu Printer HP 4100	Name: HP 4100 Location: Kind: Generic PostScript Printer Status: Idle Supplies for this printer
+ -	Print Queue Printer Setup
Selected Printer in Pri	int Dialog: HP 4100
Click the lock to make char	age Setup: US Letter 🛟 ?

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

		Authenticate
	System Pre password.	ferences requires that you type your
	Name:	Steven Shore
	Password:	•••••
Details		
2		Cancel OK

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

Show All	Int & Fax
In Menu Printer MP 4100	Name: HP 4100 Location: Kind: Generic PostScript Printer Status: Idle Supplies for this printer
+- Selected Printer in Print Dialog:	Print Queue Printer Setup
Default Paper Size in Page Setup:	US Letter ?

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

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3	8	(Q,+	
efault Browser 🎈	IP Printer		Search
	Internet Prir	nting Protocol – IPP	
Protocol v	Line Printer	Daemon - LPD	
	HP Jet Direc	t – Socket	
Address:			
	Enter host name	or IP address.	
Queue:	1		
	Leave blank for o	default queue.	
Nama			
Name:			
Location:			
Print Using:	Please select	a driver or printer model	+
?		More Printers	Add

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) Printer Browser 00  $\bigcirc$ 0.-Default Browser Search **IP** Printer \$ HP Jet Direct - Socket Protocol: Address 10. ٠ Invalid or incomplete address. \* Queue: Leave blank for default queue. Name: 10. Location: + Print Using: Generic PostScript Printer (usually this final step will fill automatically) More Printers... ? Add