

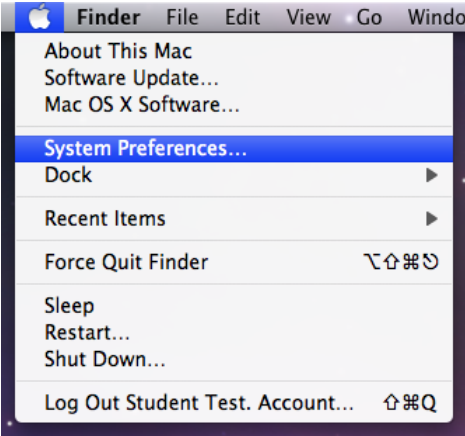
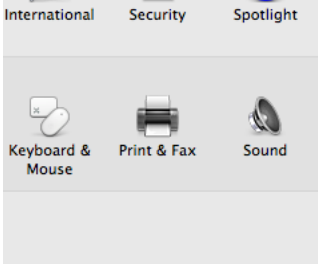

HOW TO ...


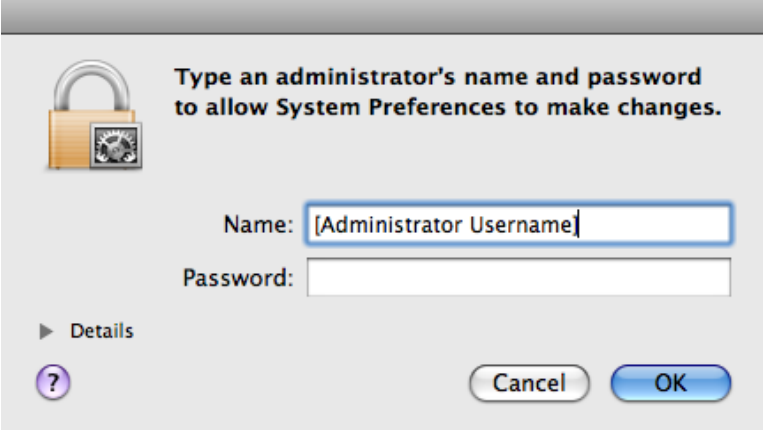

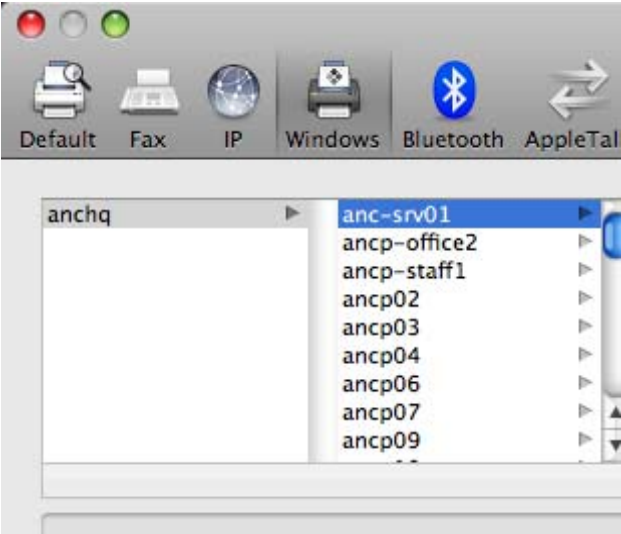
Setup a network printer

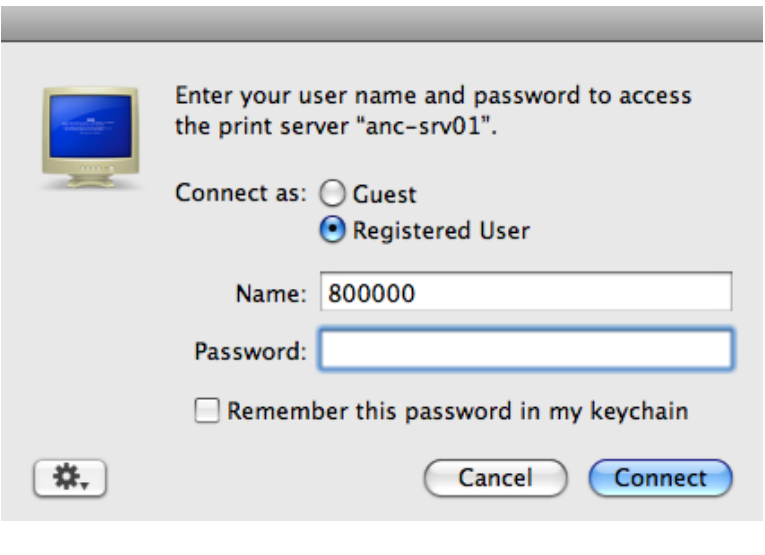
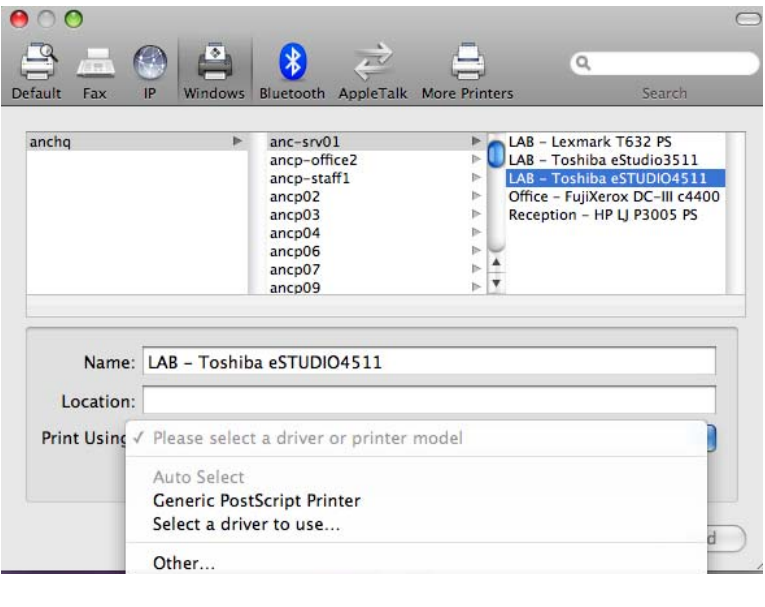
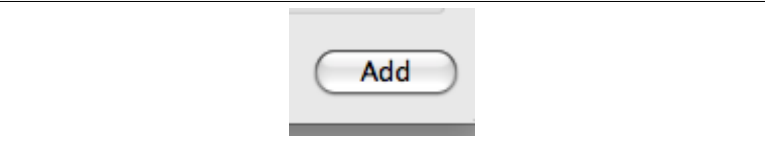
Affected Groups:	Business Support, Students
Equipment:	MAC OS X 10.5.x
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Prior to installing a printer, please ensure that you have read the IT Policies and Procedures regarding printers.

Installing a printer is simple and can be done by following the steps below:

1	<p>Click APPLE</p> <p>Click SYSTEM PREFERENCES</p>	
2	Click PRINT & FAX	
3	<p>A new window will now appear which shows the printer setup on the local MAC. At the</p>	 <p>Fig 1</p>

<p>bottom left hand corner of the window is a golden lock.</p> <p>If the lock is locked, go to step 4.</p> <p>If the lock is unlocked, go to step 5.</p>	 <p>Fig 2</p>
<p>4</p> <p>At this point, an administrator will be required to type their username and password. By doing so, they will grant access to the printer administration window on the local MAC.</p>	
<p>5</p> <p>Click the PLUS symbol</p>	
<p>6</p> <p>A new window should appear identical to the one on the right.</p> <p>Click the WINDOWS button at the top</p> <p>Select ANCHQ</p> <p>Select ANC-SRV01</p>	

<p>7</p> <p>After having selected ANC-SRV01, an authentication box may appear. The student is to enter their username and password.</p> <p>If the authentication box does not appear, then continue to step 8.</p>	
<p>8</p> <p>After successful authentication, the final column on the right should then populate with a list of printers that are able to be installed.</p> <p>Select the printer you wish to install on the local PC.</p> <p>For PRINT USING, select GENERIC POSTSCRIPT PRINTER</p>	
<p>9</p> <p>Click ADD</p>	

10 You should now return back to the printer administration window.

Before closing this window, click on the golden lock on the bottom left hand corner of the screen to lock the settings.

