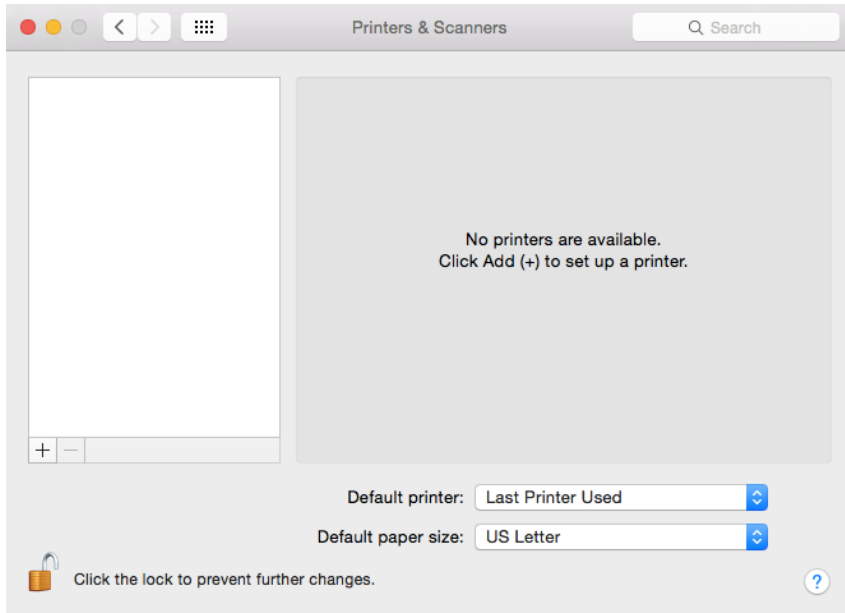
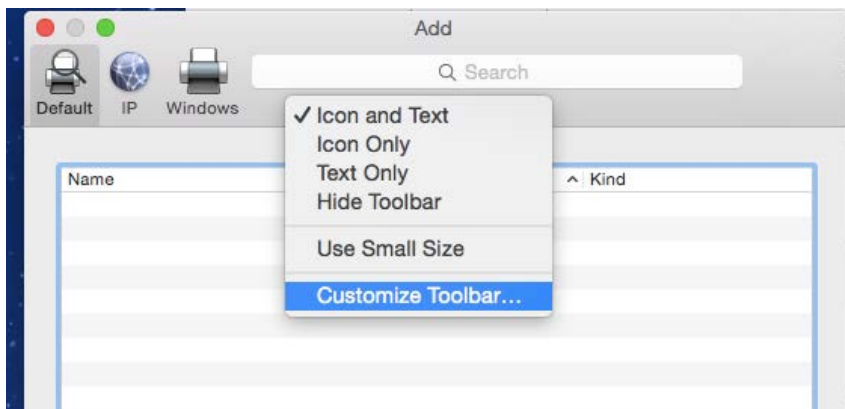


## How to add the network printers on Macs (for students)

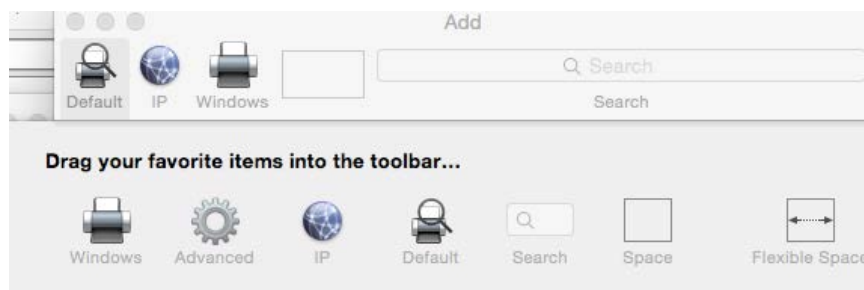
1. Open System Preferences > Print & Scan
2. Click the “+” sign > Add Printer or Scanner



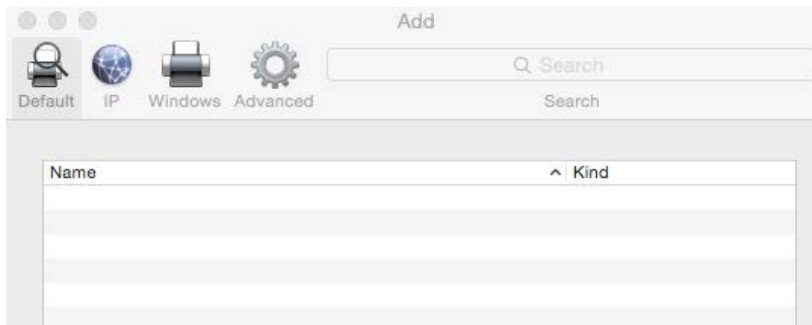
3. The “Add” window will appear. If there is not already an “Advanced” button on the toolbar (alongside the existing icons Default/IP/Windows), we will need to add it. Control+click on the toolbar area and choose “Customize Toolbar”.



4. Drag the Advanced icon onto the toolbar and drop it. Click Done.



5. Click Advanced and wait for it to stop searching.



6. Enter the following:

Type: Windows printer via spoolss

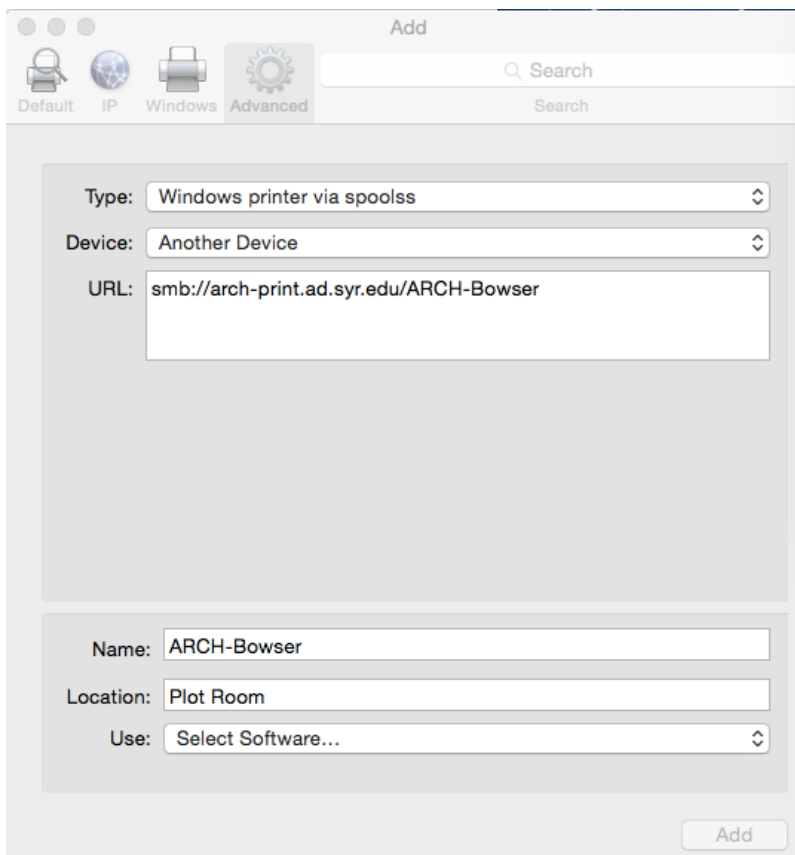
Device: Another device

URL: smb://arch-print.ad.syr.edu/ARCH-Bowser

Name: ARCH-Bowser (make sure not to leave it as arch-print.ad.syr.edu!)

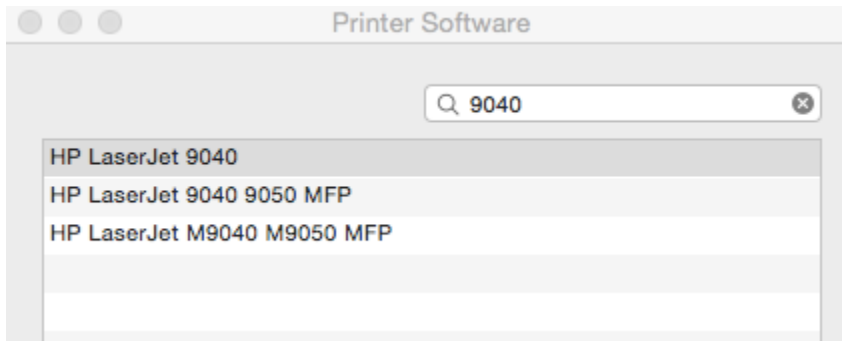
Location: Plot Room

Use: Select Printer Software



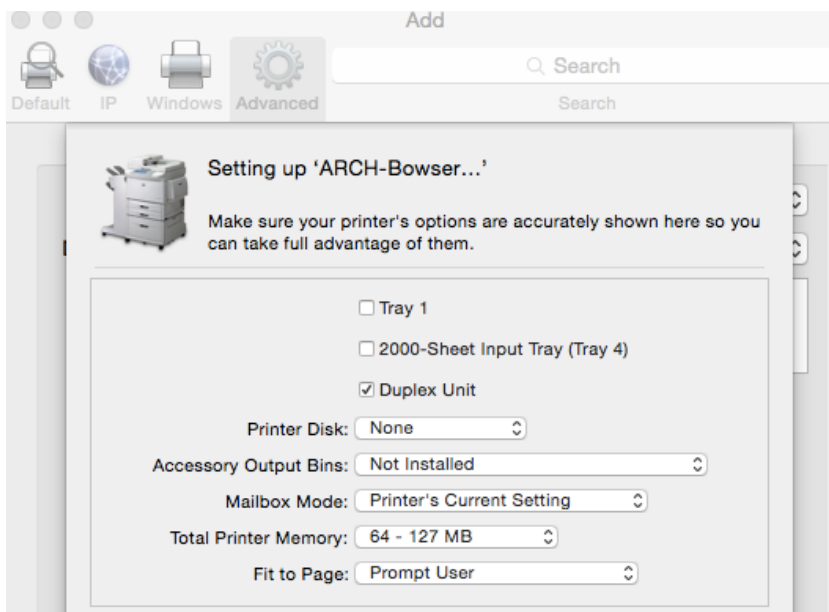
7. When you choose Select Printer Software, the Printer Software window appears. In the Filter box, enter a part of the printer name such as 9040 to quickly filter the list. In this example, pick HP LaserJet 9040 then click OK.

Note! If the HP printers don't appear, you have to download the HP driver pack at <http://support.apple.com/kb/dl1888>. Install it, then go back to Step 6 and continue.

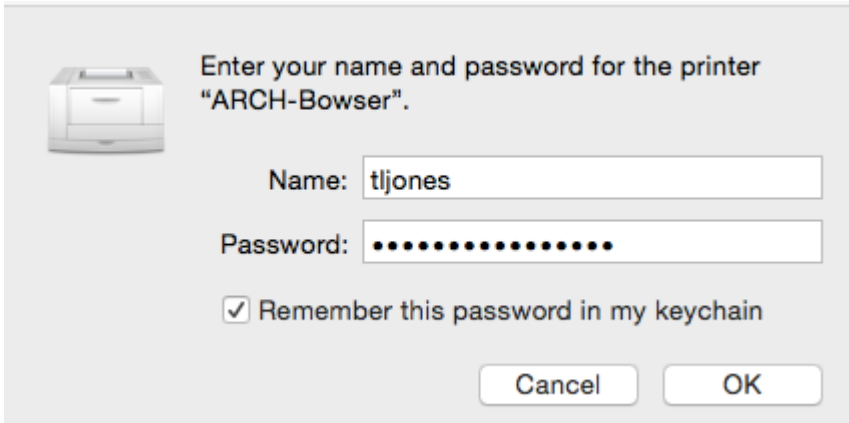


8. Click Add.

9. Configure appropriate installed options for the printer such as checking 'Duplex Unit'. Then click OK. (Note: check the chart in Step 11 to see what installed options, if any, you should configure; this screen doesn't appear for all printers.)



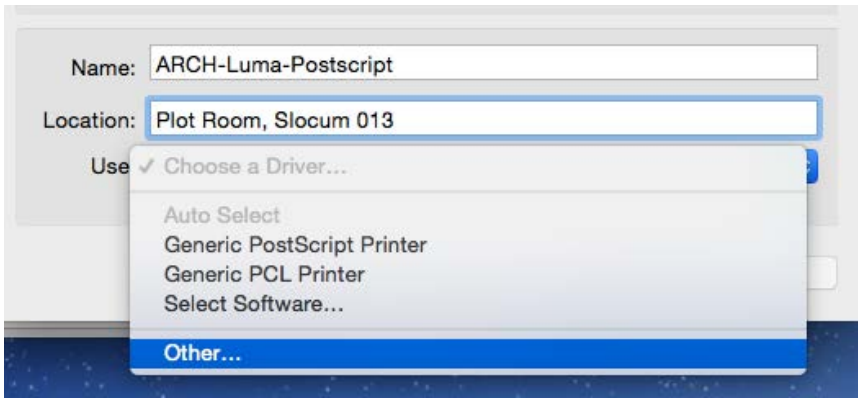
10. The first time printing, you will be prompted to enter your NetID and NetID password. To save the credentials, click the "Remember this password in my keychain."



11. For each additional printer you want to add from the list below, repeat steps 5 through 9.

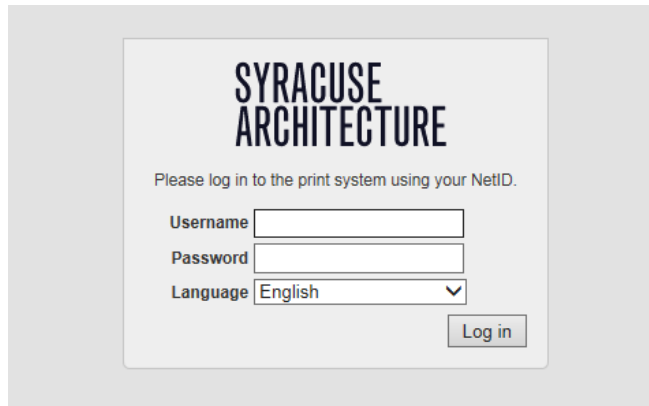
Printer name	Model	Installed Options	Type
ARCH-Bowser2	HP LaserJet 9040	Duplex Unit	B&W laser
ARCH-Koopa-Postscript	HP Color LaserJet cp6015	Tray 3, Duplex	Color laser
ARCH-Koopa2-Postscript	HP Color LaserJet cp6015	Tray 3, Duplex	Color laser
ARCH-Luma-Postscript***	Oce Plotwave 360	Roll 2	B&W large format
ARCH-Peach-Postscript	HP DesignJet T7200ps		Color large format
ARCH-Pichu-Postscript	HP DesignJet T7200ps		Color large format
ARCH-Pichu2-Postscript	HP DesignJet T7200ps		Color large format
ARCH-Samus-Postscript	HP DesignJet T7100ps		Color large format
ARCH-Yoshi-Postscript	HP DesignJet T1200ps		Color large format
<u>Einhorn Studio (only)</u>			
ARCH-Einhorn-Color	HP Color LaserJet cp5520	Duplex	Color laser
<u>NYC Printers (only)</u>			
ARCH-Bart-Postscript	HP Color LaserJet 5550	Tray 3, Duplex	Color laser
ARCH-Homer-Postscript	HP DesignJet T1100ps		Color large format
ARCH-Marge-Postscript	HP DesignJet 4020ps		Color large format
ARCH-Lisa	HP LaserJet M5035		

\*\*\* Note Luma is added using a different procedure. Under Step 6, INSTEAD of choosing Use: Select Software, pick Use: Other. Before doing this, you must download the Luma driver at <http://tinyurl.com/oce360>. Save the file to your desktop. Then when you select Use: Other, you can browse to the file (oce-plotwave-360-mac-ppd-driver.ppd).



# How to release your print job

- Send your print like normal
- After your job finishes spooling, release your print using the PaperCut web page
- Open up a web browser and go to <https://arch-print.syr.edu> and login with your NetID credentials.



SYRACUSE  
ARCHITECTURE

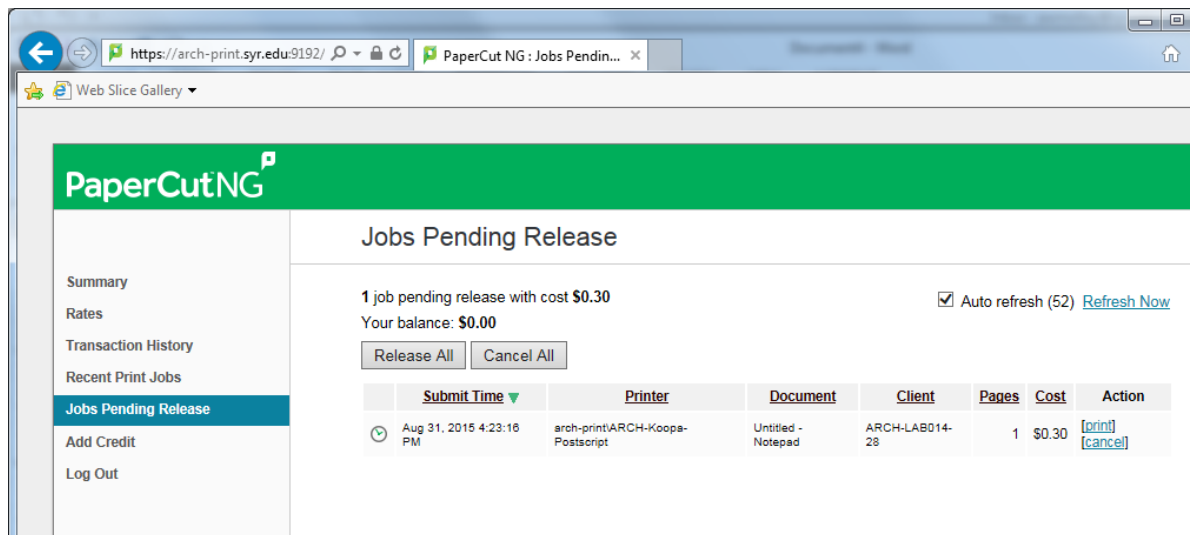
Please log in to the print system using your NetID.

Username

Password

Language

- After logging in, release your job from the Jobs Pending screen.



https://arch-print.syr.edu:9192/

PaperCut NG : Jobs Pendin...

Web Slice Gallery

PaperCutNG

### Jobs Pending Release

1 job pending release with cost **\$0.30**  Auto refresh (52) [Refresh Now](#)

Your balance: **\$0.00**

	Submit Time ▼	Printer	Document	Client	Pages	Cost	Action
✓	Aug 31, 2015 4:23:16 PM	arch-print\ARCH-Kooops-Postscript	Untitled - Notepad	ARCH-LAB014-28	1	\$0.30	<a href="#">[print]</a> <a href="#">[cancel]</a>