




IP Printer Instructions

DELETE old printers

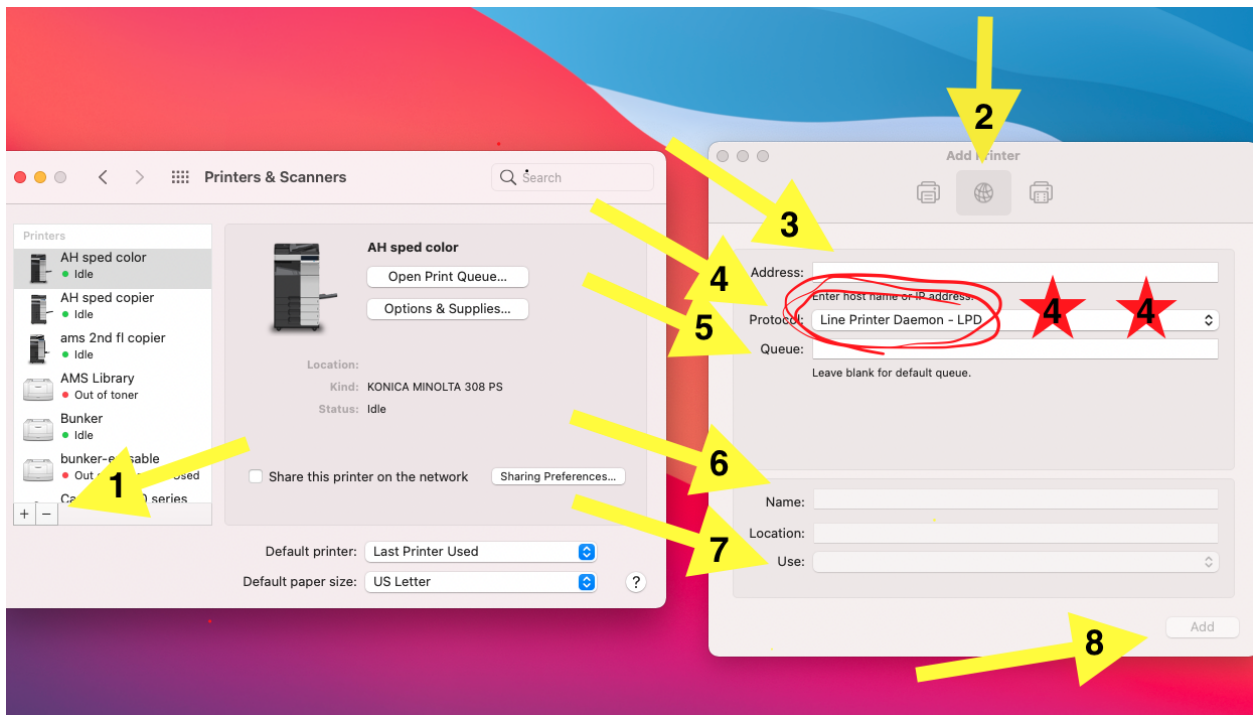
- go to 'System Preferences' (either from the Apple menu dropdown in the top left menu bar or the 'Gear' icon on your dock.
- click on 'Printers & Scanners'
- in the left-hand section of the 'Printers & Scanners' window click on the printer that is not working so it is highlighted
- click on the  in the bottom left corner of that part of the window
- confirm 'delete' printer

Do this for all old printers that you have for your school!

ADD a printer using the IP address

- go to 'System Preferences' (either from the Apple menu dropdown in the top left menu bar or the gear icon on your dock.
- click on 'Printers & Scanners'
- **1** click on the  in the bottom left corner of that part of the window
- **2** click on 'IP' tab at the top left of the 'Add' window 
- **3** enter the IP address under 'Address:'
- **4** change the 'Protocol:' from 'Internet Printing Protocol - IPP' to 'Line Printer Daemon - LPD'
- **5** Leave the 'Queue' box Blank
- **6** Change the 'Name:' from the IP address to a name you will remember (ie team name)
- Leave the 'location' box Blank
- **7** Do NOT change the 'Use' box
- **8** Click 'Add' at the bottom right of the window
- do NOT change any of the settings on the next window
- click 'OK'

See picture on next page:



My printer was working and now it isn't? What is going on?

- Sometimes if you added your printer using the Default tab **instead** of the IP tab you may have added a printer through someone else's laptop!! You can tell by clicking on the printer in the SystemPrefs:Printer&Scanner window. The name of the printer will come up as (name of printer)@(person's name). An example would be *Libraryprinter@TanyaVanasse*.
- Delete any printers that you have installed using this printer sharing - because anytime the person closes their laptop your printer will stop working.
- Reinstall an IP printer the correct way following the instructions above.