1. Open **System Preferences** from the **Apple** menu.

2. Click **Print & Scan** (called **Print & Fax** in some versions of Mac OS).

3. Click on the + to add a printer.
5. Enter the IP Address of the printer. If it is not listed on the front of the printer, you can call the helpdesk at x3300.

6. Enter a name to identify the printer.

7. If the Print Using field populates with the printer model, simply click Add and you are ready to print! Otherwise, proceed to step 8 below.

8. If the printer model is not found, pick Select Printer Software from the drop down menu.

9. Search for the correct driver by using the manufacturer or model number of the printer. If you need additional assistance, you can contact the helpdesk at x3300.