Map Printer on a Mac Workstation

1. Please follow steps to map the "Follow Me" printer prior to these instructions.
2. At the top left-hand corner, select the Apple Icon, then System Preferences…
3. Select "Printers & Scanners"
4. Select the + sign at the lower left-hand corner.
5. Nearby printers may show up in this next menu, if the printer you are looking for does, go ahead and select it. But if not click "Add Printer or Scanner…"
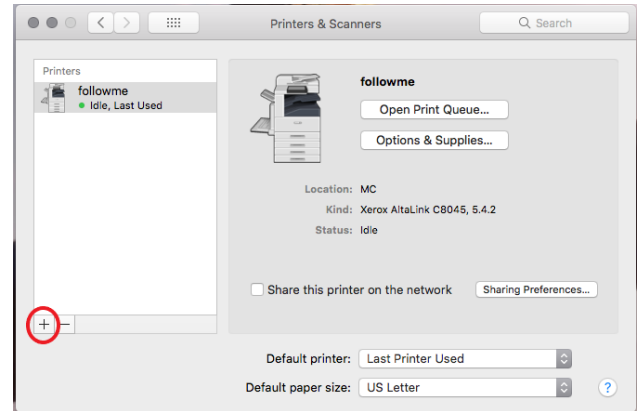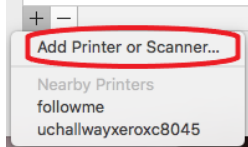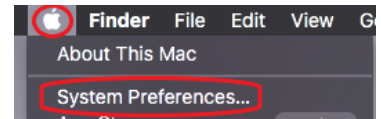
6. Select IP at the top and enter in the below information
   a. For Main Campus printers
      i. Address: print-mc.utoledo.edu
      ii. Protocol: Line Printer Daemon – LDP
      iii. Queue: Print queue name you would like to map**
      iv. Name: Clear out what was auto populated and enter the same as Queue.
      v. Location: Not required
      vi. Use: Match the driver to the model of printer**
   b. For Health Science Campus printers
      i. Address: print-hsc.utoledo.edu
      ii. Everything else is the same as above
7. Select Add
8. Your printer will now be added to your computer and you should see a green dot below it.
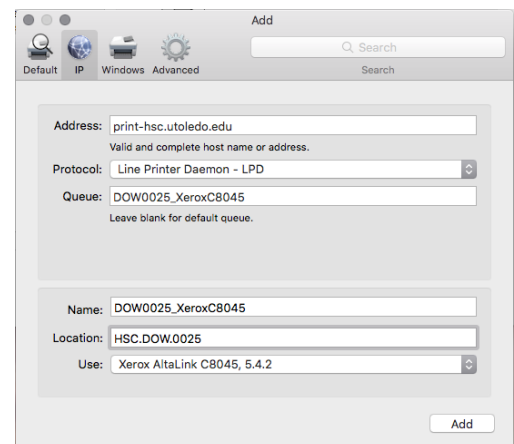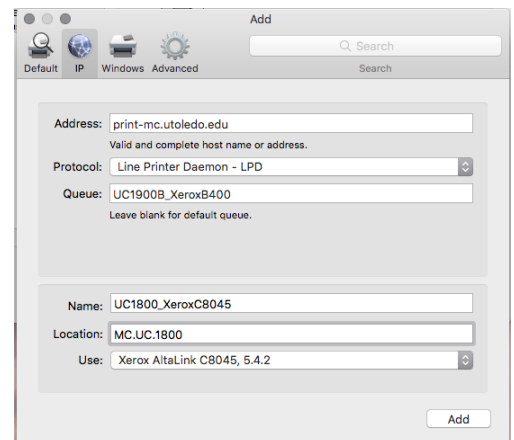
** Naming standards for print queues are as follows:
UC1900B_XeroxB400
UC – Building Abbreviation
1900B – Room number printer is located
Xerox – Manufacturer of printer
B400 – Model of printer (found on the front of the printer), also used for driver type