




# Macintosh: TU Network Printers on Mac OS 10.5


## Connecting to Towson University Network Printers on Mac OS 10.5

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 =Shortcut  =Advice  =Caution

### Overview

Macintosh OS 10.5 allows Macintosh computers connected to university network to connect to and use networked printers, from a server or that are locally shared. Each printer will need to be added individually.

 Sharing local printers locally from other computers is not recommended.

To use any TowsonU shared printer, the client will need to be:

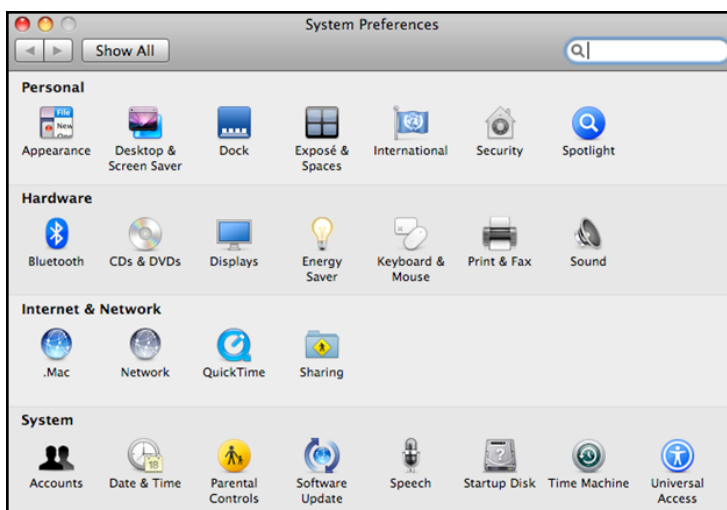
- Logged on to the TowsonU domain, not a local account.
-  **Note: The NetID (username) logged in will need to have administrative permission on the Mac and permission to print to the printer.**
- On campus, either plugged in to the wired network (preferred) or on TU-secure (TowsonUwireless), which is less reliable. This will not work on the TUguest (TowsonUguest) wireless network.

Previous versions of the Macintosh OS, 10.4 or lower, will need to be installed and run the KSMB printing solution to be able to print to TowsonU networked printers.

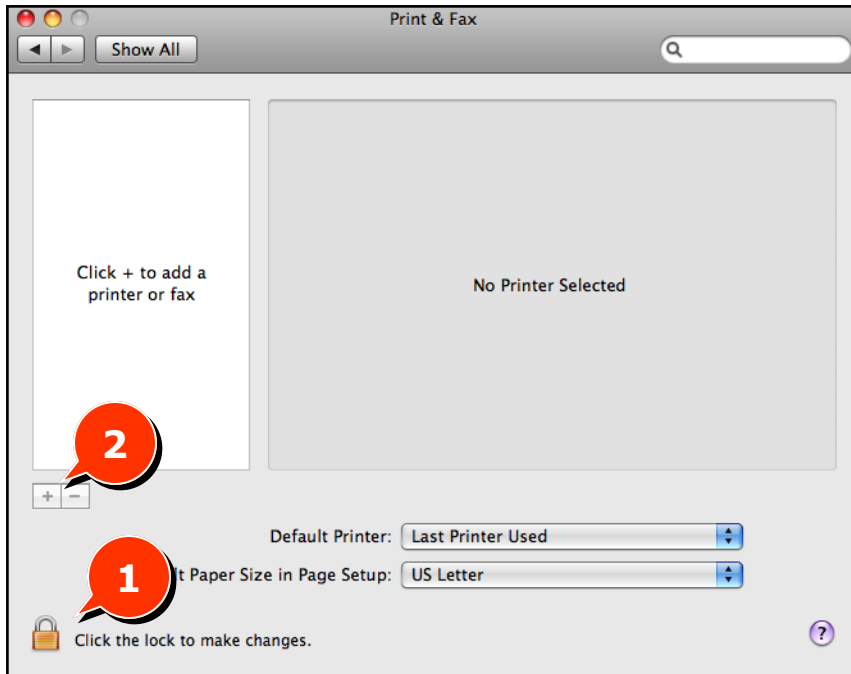
### Adding a Towson networked printer in Mac OS 10.5

1. Click the **Apple** menu and choose **System Preferences**.
2. Open **Print & Fax** in System Preferences (**Figure 1**).
3. Click on the **Lock** icon (**Figure 2, 1**) in the lower-left and enter in the credentials to allow for changes to Print & Fax .

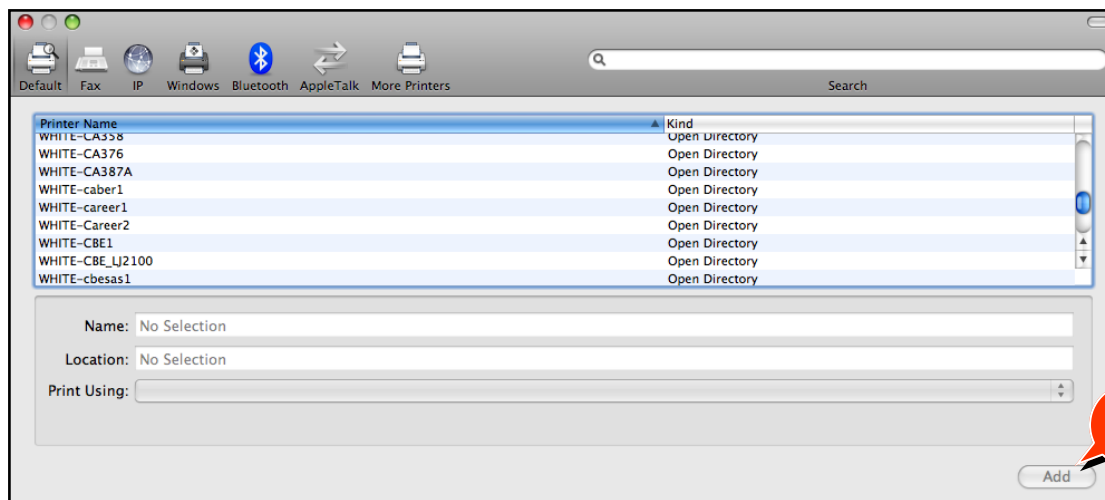
**Figure 1**



4. Click on the **Plus** to add a printer (**Figure 2, 2**).

**Figure 2**

5. Click the **Plus** button above the unlocked icon to load all the shared printer: **Figure 3**



6. Locate the printer you wish to add by scrolling through the list (**Figure 3**).

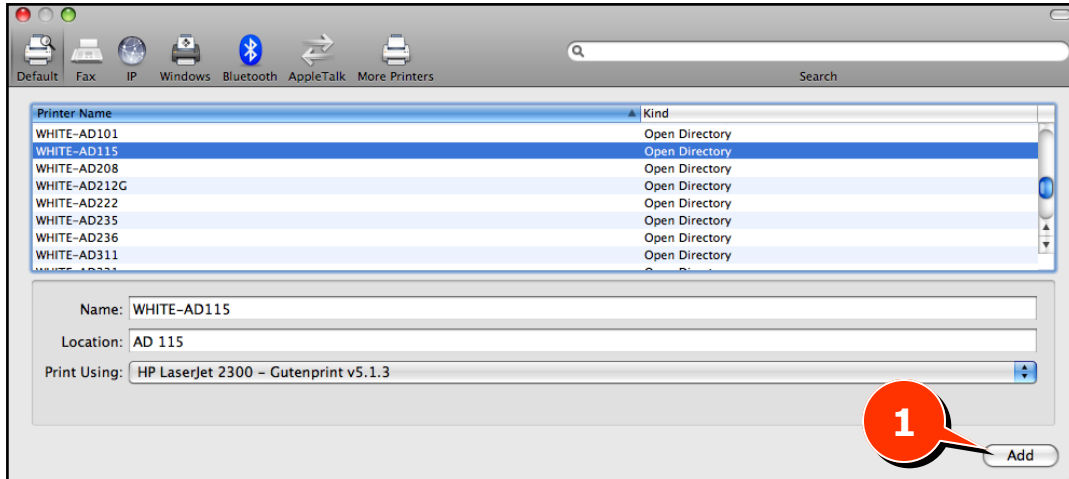


**Note: This list is in alphabetical order; the most used printers will be listed on the WHITE printer server near the end of the list.**

7. Click and highlight the printer you wish to add, then click the **Add** button (**Figure 4,1**).

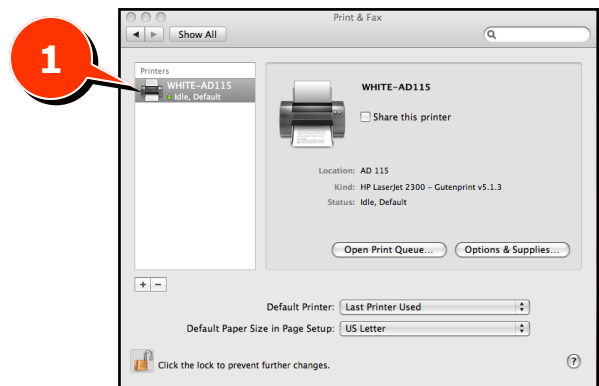
The **Print Using** field is the print driver Mac OS 10.5 will use. If you do not see the proper driver listed, you may have to install the correct driver from the manufacturer. This can be done from the manufacturer's website or a CD with the drivers on it.

Figure 4



8. After the printer has been added, it will be listed in **Print & Fax (Figure 5, 1)**.

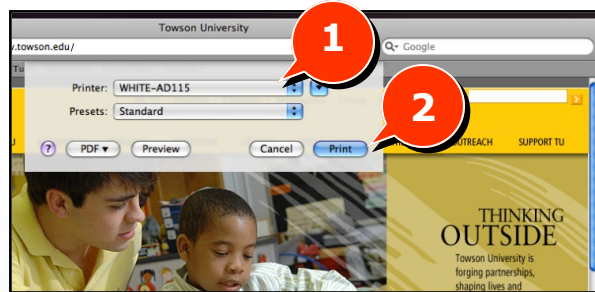
Figure 5



## Using a Towson network printer in Mac OS 10.5

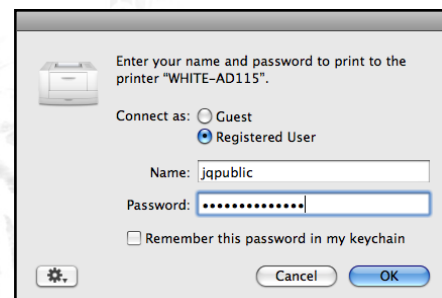
1. Start the desired print job from the program you are in. Then select the Towson networked printer you wish to send the print job to **(Figure 6, 1)**. Click **Print (Figure 6, 2)**.

Figure 6



2. When prompted, make sure *Registered User* is selected, then enter your NetID (username) and password to authenticate the request to print **(Figure 7)**.

Figure 7



**Figure 8**



a) If you incorrectly enter a NetID (username) and/or password, the print request will be held in the queue until either the job is removed, or an authorized NetID (username) and password is entered. To see your print queue, select the printer icon from the Dock (**Figure 8**).

b) Select the print job with the status of **On Hold (Figure 9, 1)** to highlight it, then click **Resume (Figure 9, 2)** and enter the proper TowsonU username and password to print the document

**Figure 9**

