

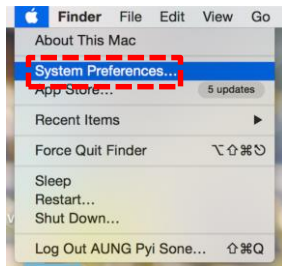
Setting up the SMU Network Printers (Student)

>>> Self-help Guide <<<

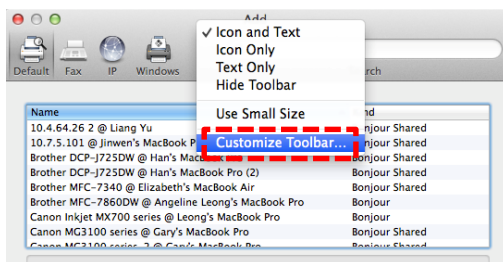
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Reference Operating System: OS X 10.*

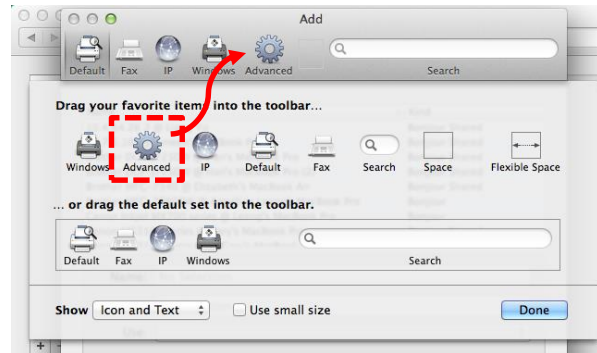
1. Go to **System Preferences... > Printers & Scanner** and click on the “+” icon to add the printers.



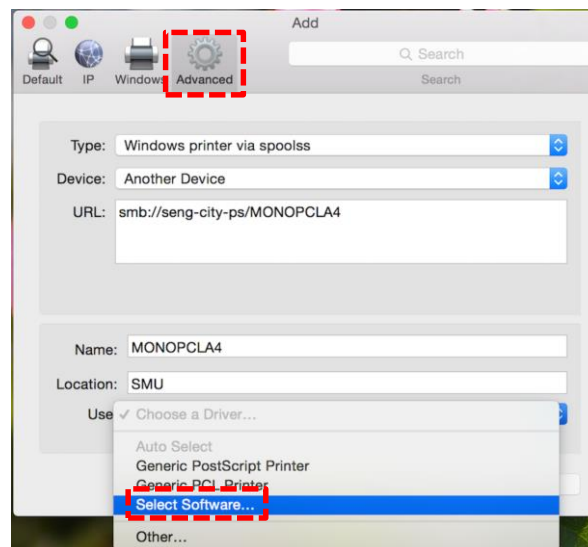
2. Right click the toolbar (on the left of the search) and select “**Customize Toolbar**”.



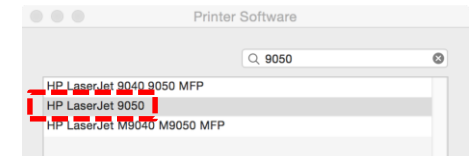
3. Drag the **Advanced** icon into the toolbar, and click **Done**.



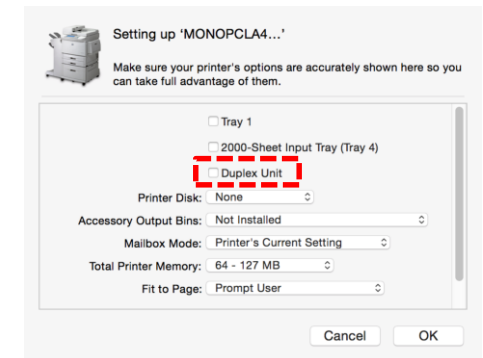
4. Click **Advanced** in the toolbar, enter the settings as shown, click **Use:** dropdown list and select **Select Software...**



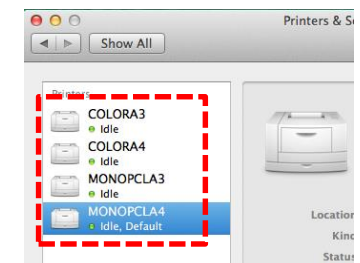
5. Enter “**9050**” in search box, from the list select “**HP LaserJet 9050**” and click **OK**.



6. Once you click **Add**, you will be prompted to select below options. Please select **Duplex Unit** check-box and click **OK**.



7. Repeat the steps for the **MONOPCLA3**, **COLORA4** and **COLORA3** printers if needed. *****For COLORA4 and COLORA3, please select HP Color LaserJet 5550 for Printer Software.**

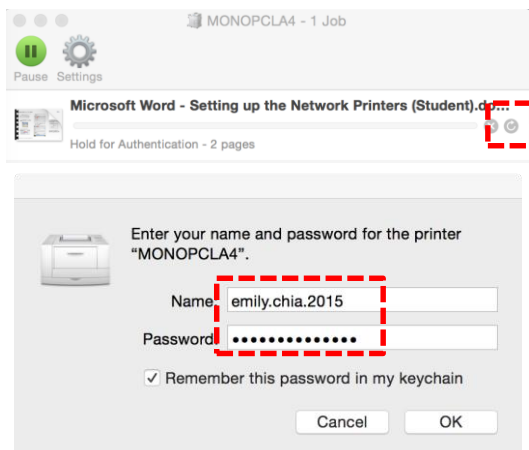


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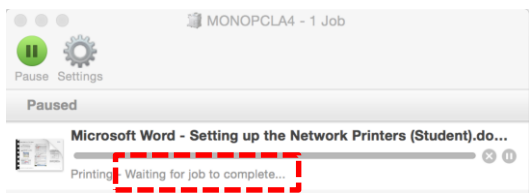
8. When you send a print job, printer icon will appear on the dock and click on it.



9. If print job is holding for authentication, click on **Refresh** button and key in your SMU username and password.



10. If it shows **“Waiting for job to complete...”**, the print job is successfully sent to the printer server.



11. The print job will automatically be cleared from the Print Queue when the document is physically printed out.