

# Wireless Printing for macOS

This page is for manual wireless printing from a MacOS 10.11 or newer.



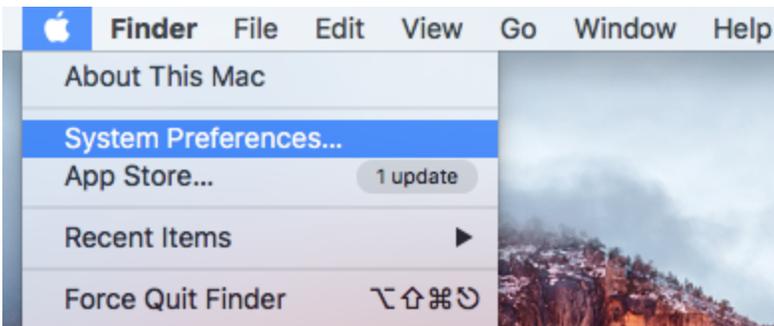
## Mobility Print Preferred

It is recommended that you first attempt Mobility Print prior to the steps below as it requires far fewer steps to print. Instructions can be found here: <https://www.papercut.com/support/resources/manuals/mobility-print/mobility-print-devices/topics/en/client-setup-ios.html>

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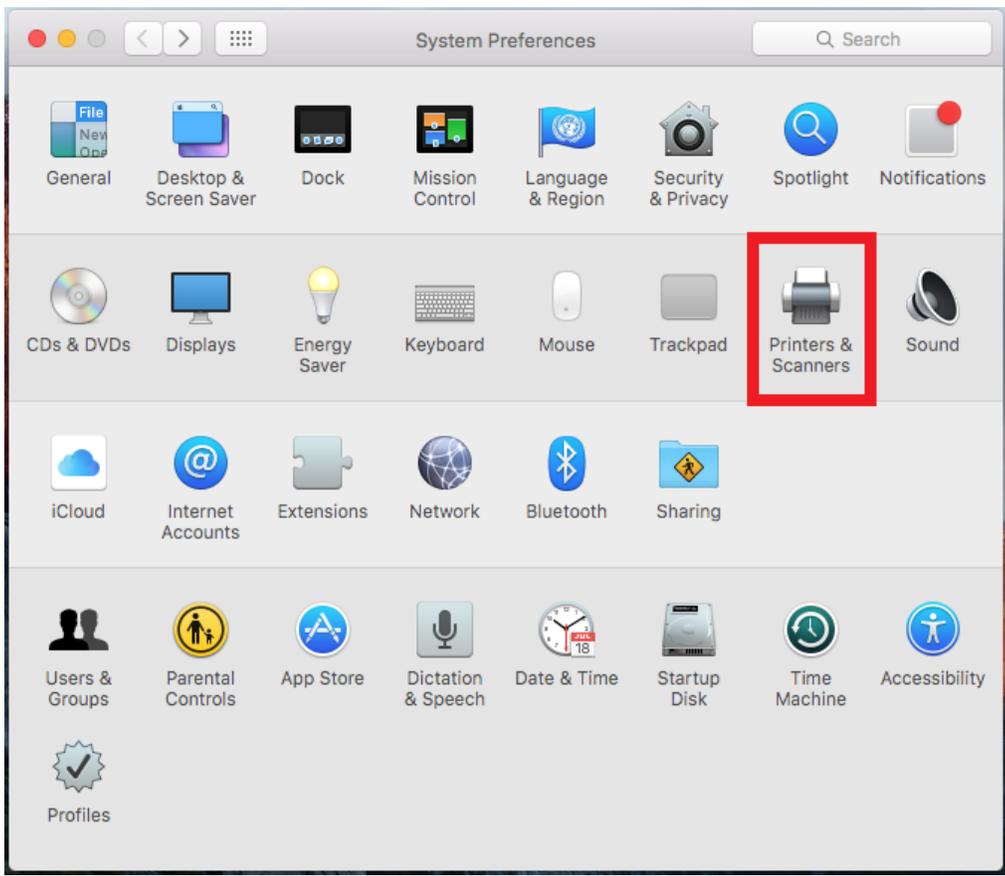
## Step 1 - Locate System Preferences

Go to the **Apple** menu and click **System Preferences**



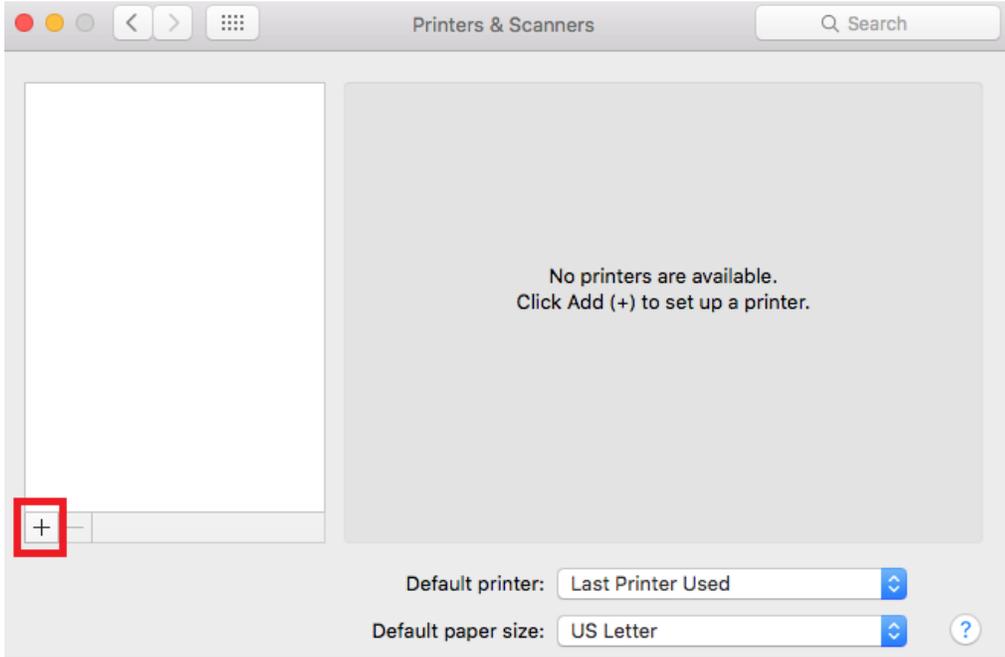
## Step 2 - Select **Printers & Scanners.**

You may need to manually enable the Print & Fax option. If you do not see it by default, click the **Show All** button to reveal Print & Fax. Once visible, select **Printers & Scanners.**



### Step 3 - Add The Printer

Under the printers list click on the + icon to add a new printer.



### Step 4 - Configure the Printer

On the toolbar at the top part of the window, click the **Advanced** (gear) icon.

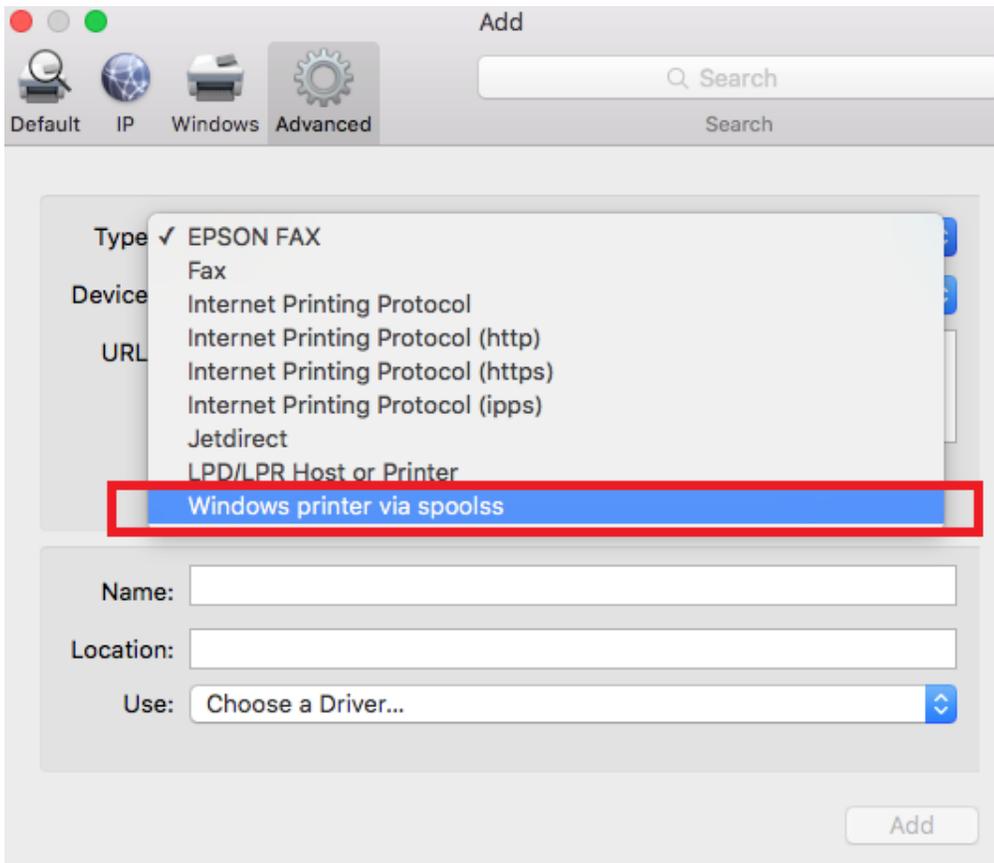
### Can't See Advanced?

If you do not see it, add it by holding down the **Control** key while clicking anywhere on the toolbar of that window (for example, on the "More Printers" icon), then choose **Customize Toolbar** from the menu that appears. Drag the **Advanced** (gear) icon to the toolbar and click **Done**.

Change the **Type** menu to **Windows Printer via spoolss**.

### Patience

It could take a minute before you are able to choose anything from the Type menu



Enter the following **URL** substituting the desired printer's name

[\[smb://le-printserver.ad.syr.edu/\[printer\\_name\]](#) **Do not include the brackets.**

LE-BOOTH

LE-BREWSTER

LE-BROCKWAY

LE-CST-114

LE-LSC-ATRIUM

LE-DAY

LE-DELLPLAIN

LE-ERNIEDAVIS

LE-FISHERCENTER

LE-FLINT

LE-GOLDSTEIN

LE-GRAHAM  
LE-HAVEN  
LE-HELPCENTER  
LE-HUNTINGTON  
LE-KIMMEL  
LE-LAWRINSON  
LE-OSS  
LE-PHYSICS  
LE-SADLER  
LE-LUDWIG  
LE-SCHINE  
LE-PANASCI-LOUNGE  
LE-SHAW-LOUNGE  
LE-SHAW-3RDFLOOR  
LE-SHAW-4THFLOOR  
LE-SHAW-5THFLOOR  
LE-SULA  
LE-WALNUT  
LE-WASHINGTONARMS  
LE-WATSON  
LE-SHERATON

#### Input Requirement for Spaces

If printer name includes a space please substitute with "%20".

In the **Name** field, type a nickname that you would like to use for this printer, we recommend use of the printer name entered in step 7.

Under the **Use** you'll need to select **Printer Software**. It is highly recommended that you find and select the printer model.

If your printer is not listed, select **Generic Postscript Printer** as the "Print Using" driver.

Click **OK** and then **Add** to continue. Your printer should now be installed.

#### Printer Options

If if the printer has any "Installable Options" a window will open next. You should select the "Duplex Printing Unit" option in this window before selecting Continue.

## How to Print

1. Open the file you wish to print
2. Go to the **File** menu and choose **Print**. From the printer dropdown, select the printer that you want to use. (NOTE: Snow Leopard users who did not already add the "Duplex Printing Unit" will need to take an additional, one-time, step in order to print double-sided. Go to System Preferences, Print & Fax, select the double-sided printer, then select "Options & Supplies", select the "Driver" tab and check the "Duplex Printing Unit" option. Then click "OK".) Then, click the **Print** button in the file you wish to print.
3. You will be asked to log in as a "registered user". Type your SU NetID in **ad\NetID** format -- for example, **ad\jdoe**. Your password is your SU NetID password. Be sure to use your SU Login, not your Mac username **Without the ad\ your authentication will fail AND if you go on to the next step with that mistake, you will have saved incorrect information into the Keychain**. Refer to [Keychain Management](#) if you need help removing the login information.
4. Once you are sure that you have used the **adlogin** format, check the box to save your credentials in the keychain. Click **OK**.
5. Once you are ready, click **Print**.

### Didn't Print?

If your document fails to print, you may need to open the print queue (from Print & Fax menu located in System Preferences), double-click on the document name in the queue and enter your credentials as directed in Step 3. If the window never pops up, you may have set up a keychain access for that. In order to remove it, search for Keychain Access and remove the password associated with wireless printing.

### Can't Add a printer?

Make sure the device has a connection to a network (wired or wireless). Is the username and password correct? You can confirm this on the [NetID self serve page](#).

Are you using the ad\netid format when attempting to print? Revisit your configuration, make sure that everything is correct with the print server and the printer name.