Adding a Printer for Mac Users

1. Click on the Apple in the top left hand corner of the screen, and choose “System Preferences”.

2. In System Preferences, click on the Print and Fax icon.

3. Choose the plus (+) symbol on the left hand side to add a printer.

4. Choose the IP printer icon (which is actually a tab) at the top of the dialog box.

5. Click on the down arrow at the right side of the Protocol field, and choose “HP Jet Direct - Socket” from the drop-down list.

6. In the Address field, type the IP address for the desired printer.
   * Some printers have the IP address displayed on a the top or the front of the printer.
   * For other printers, you can find the IP address by printing a Configuration page from the actual printer. The process for doing this vary slightly depending on the printer type, but here are some the hi-level steps that may be followed for most printers:
     1) Press the Menu button on the printer until you see the “Information Menu” option.
     2) Toggle between the Information Menu options until you see a “Print Configuration” option, or something that sounds similar.
     3) Print the Configuration page
     4) The IP address should be displayed somewhere on the page. It may not be specifically called “IP address”, but will most likely have the word “address” somewhere in the description, and will have the format, 

6. Leave the Queue field blank.

8. If the correct printer model does not appear in the Print Using field once you have entered the IP address, click on the down arrow to display the drop-down menu, and select the correct model from the list.

9. Click the Add button to add the specified printer.