How to add a printer using Mac OS 10.5 (Leopard)

Open **System Preferences** from the Dock or from the Apple icon in the upper left corner of the menu bar. This window will open:

![System Preferences](image)

Click on the **Print & Fax** icon from the Hardware section and the Print & Fax window will open. To add a printer click on the “+” icon.

![Print & Fax](image)

Use the window below to add a printer. Click on the **IP** globe icon and…

![IP globe](image)
...complete these fields as follows for each corresponding printer:

**Leonardo** (room 411)
*Protocol:* HP Jetdirect – Socket (this remains the same for all printers at KCAD).
*Address:* Leonardo.kcad.edu
*Name:* Leonardo
*Location:* this can be left blank or you can enter the room number.
*Print Using:* Choose “Select a driver to use...” from the drop-down menu then scroll down and select Xerox DocuColor 242/252/260 (this driver must be selected manually).

![Image of Leonardo printer configuration window]

**Echo** (room 403)
*Protocol:* HP Jetdirect – Socket
*Address:* echo.KCAD.edu
*Name:* Echo
*Print Using:* Auto-select
After completing the necessary fields click the **add** button.

![Image of Echo printer configuration window]

You will then see this window appear as the printer is installed on your computer:
When the printer is successfully installed it will appear in the list of available printers.

Using Echo as a guide you can configure the following printers:

**Calypso** (room 411)
*Protocol*: HP Jetdirect – Socket  
*Address*: calypso.kcad.edu  
*Name*: Calypso  
*Print Using*: Auto-select

**Poseidon** (room 522)
*Protocol*: HP Jetdirect – Socket  
*Address*: Poseidon.kcad.edu  
*Name*: Poseidon  
*Print Using*: Auto-select

**Demeter** (room 527)
*Protocol*: HP Jetdirect – Socket  
*Address*: demeter.kcad.edu  
*Name*: Demeter  
*Print Using*: Auto-select

**Artemis** (room 526)
*Protocol*: HP Jetdirect – Socket  
*Address*: artemis.kcad.edu  
*Name*: Artemis  
*Print Using*: Auto-select

**Donatello** (room 617)
*Protocol*: HP Jetdirect – Socket  
*Address*: 161.57.57.20  
*Name*: Donatello  
*Print Using*: Auto-select

**Daedalus** (room 710)
*Protocol*: HP Jetdirect – Socket  
*Address*: daedalus.kcad.edu  
*Name*: Daedalus  
*Print Using*: Auto-select