How to add a printer using Mac OS 10.4 (Tiger)

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

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 on the right-hand side.

The Printer Browser window will open; Click on the IP printer icon and use the Printer Browser window to add a printer.
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 field can be left blank or you can enter the room number.
*Print Using*: Click on the drop down menu and scroll down until you reach **Xerox**. Click on Xerox and highlight **Xerox DocuColor 242-252-260** (this driver must be selected manually; the Mac will not auto-select the appropriate driver). Click the **add button**.
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**.

A window showing installable options will appear. Do not change the settings and click the **continue button**.
When the printer is successfully installed it will appear in the list of available printers. If you want to add another printer click the add icon and repeat the process with the appropriate printers’ information.

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

<table>
<thead>
<tr>
<th>Printer</th>
<th>Room</th>
<th>Protocol</th>
<th>Address</th>
<th>Name</th>
<th>Print Using</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calypso</td>
<td>room 411</td>
<td>HP Jetdirect – Socket</td>
<td>calypso.kcad.edu</td>
<td>Calypso</td>
<td>Auto-select</td>
</tr>
<tr>
<td>Poseidon</td>
<td>room 522</td>
<td>HP Jetdirect – Socket</td>
<td>Poseidon.kcad.edu</td>
<td>Poseidon</td>
<td>Auto-select</td>
</tr>
<tr>
<td>Demeter</td>
<td>room 527</td>
<td>HP Jetdirect – Socket</td>
<td>demeter.kcad.edu</td>
<td>Demeter</td>
<td>Auto-select</td>
</tr>
<tr>
<td>Artemis</td>
<td>room 526</td>
<td>HP Jetdirect – Socket</td>
<td>artemis.kcad.edu</td>
<td>Artemis</td>
<td>Auto-select</td>
</tr>
<tr>
<td>Donatello</td>
<td>room 617</td>
<td>HP Jetdirect – Socket</td>
<td>161.57.57.20</td>
<td>Donatello</td>
<td>Auto-select</td>
</tr>
<tr>
<td>Daedalus</td>
<td>room 710</td>
<td>HP Jetdirect – Socket</td>
<td>daedalus.kcad.edu</td>
<td>Daedalus</td>
<td>Auto-select</td>
</tr>
</tbody>
</table>