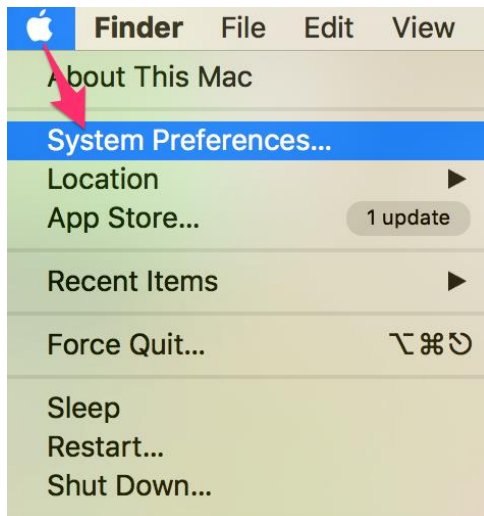


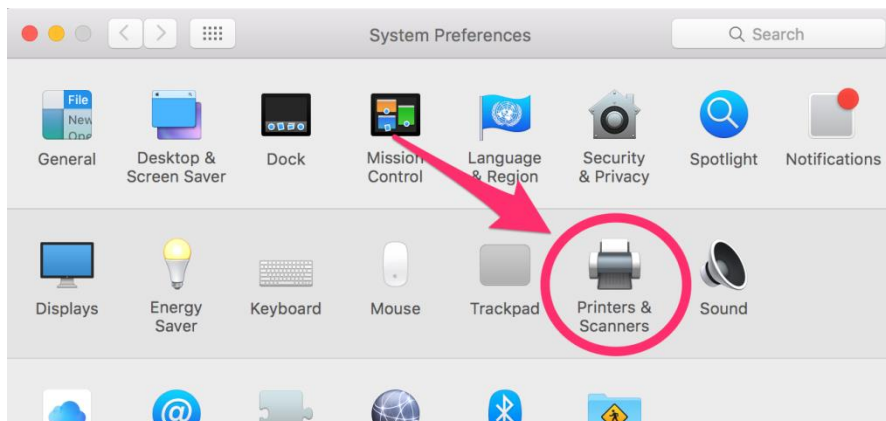
MAC WIRELESS PRINTING INSTRUCTIONS

The following instructions are for adding a Levy Library printer to a Mac laptop. In order to add a printer, your laptop must be connected to a secured Mount Sinai wireless network. Users who do not have privileges to connect to the secured network, will not be able to use wireless printing services.

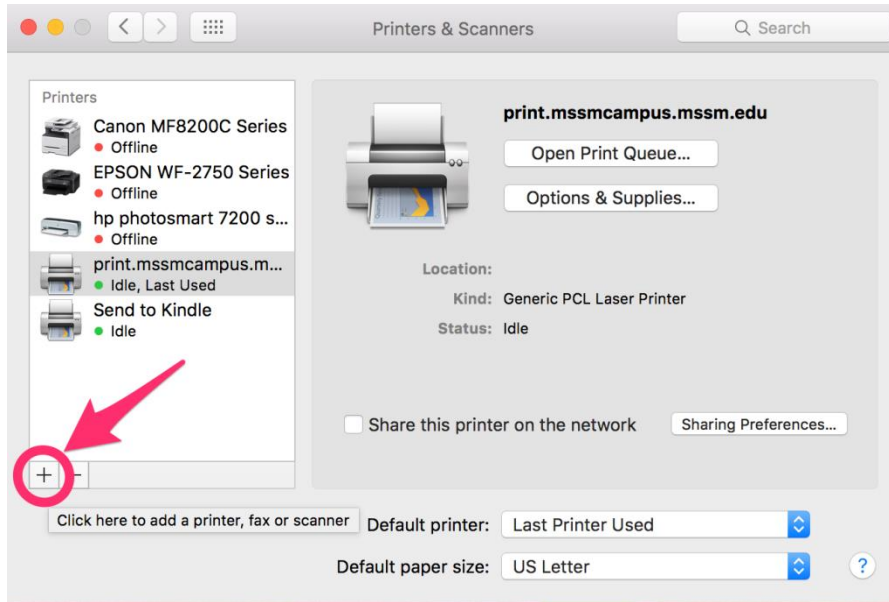
1. Choose **Apple menu > System Preferences** to launch the System Preferences application.



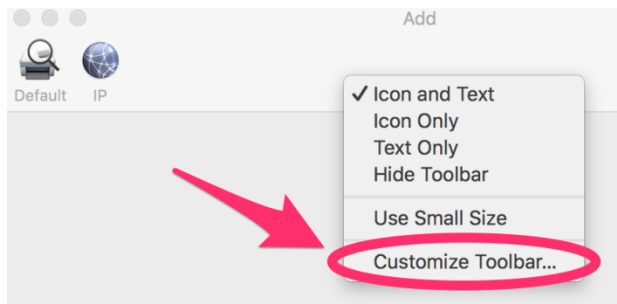
2. Select **Print & Fax**. (Some devices will say **Printers & Scanners** instead)



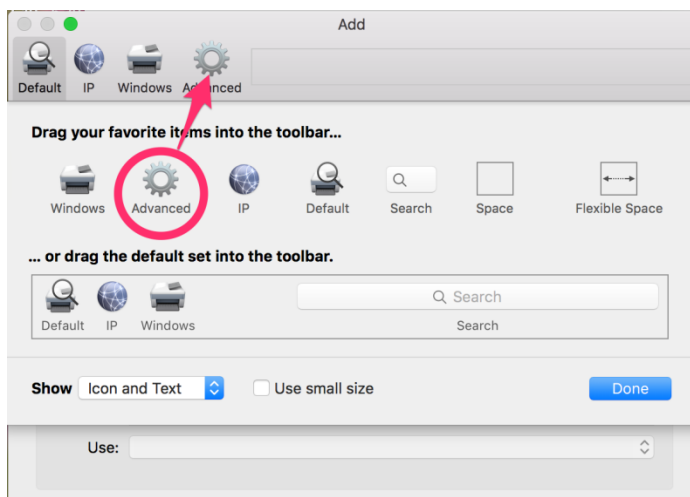
3. In the Add/Delete menu at the bottom of the printers list, click the **+** symbol.



4. If the **Advanced Icon** is not available in your toolbar you'll need to add it. If the advanced icon is available in your toolbar, proceed to Step 5.
- a. To include the **Advanced Icon**: right click **anywhere on the toolbar** and select **Customize Toolbar**.



- b. Drag the **Advanced** button **up into the tool bar** and then click the **Done** button.



5. Click on the **Advanced Icon** and select the following from the drop down menus:

- **Type** - LPD/LPR Host or Printer
- **Device** - Another Device
- **Use:** Generic PCL Printer

In the **URL text box**, you will enter the URL of the printer you would like to add. Choose the printer URL from the list below:

AVAILABLE PRINTERS	
Levy Library 11 th Floor Black & White Printer	lpd://print.mssmcampus.mssm.edu/lib11payq
Levy Library 11 th Floor Color Printer	lpd://print.mssmcampus.mssm.edu/lib11-ricoh-color
Annenberg 13 th Floor Black & White Printer	lpd://print.mssmcampus.mssm.edu/lib13payq
Aron Hall Black & White Printer	lpd://print.mssmcampus.mssm.edu/aronhallpayq

Default IP Advanced

Type: LPD/LPR Host or Printer

Device: Another Device

URL: lpd://print.mssmcampus.mssm.edu/lib11ricoh

Name: print.mssmcampus.mssm.edu 2

Location:

Use: Generic PCL Printer

The selected printer software isn't from the manufacturer and may not let you use all the features of your printer.

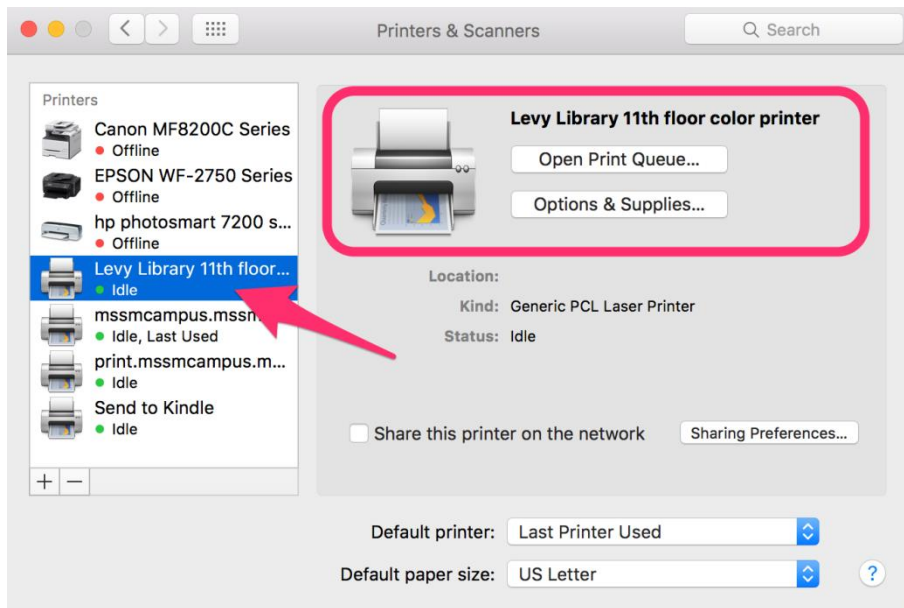
Add

FYI: You can change the name of the printer

Once you have filled out all of the fields, click **Add**.

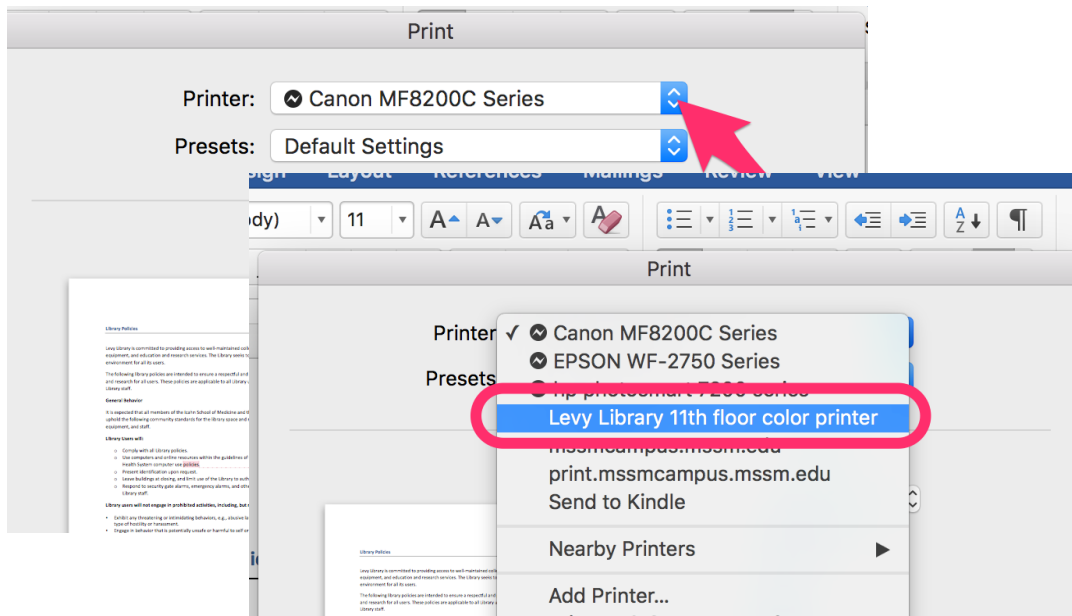
After the printer is installed, you can see that it is now displayed as one of the printer options in your Print & Fax (or Printer & Scanners) menu.

Note: If you would like to add additional library printers, repeat Step 5 and enter the URL of the other printer(s).



6. In order to print your document to the printer wirelessly, **click on Print**.

7. Open the **Printer** drop down menu and choose the printer you would like to send your document, and then proceed to print your document.



8. Proceed to the assign library printer. Verify that your document appears in the printer queue by swiping your print card and selecting your document to print.

If you have any issues installing a printer, please contact ASCIT@mssm.edu or 212-271-7091.