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## Install a Windows Department Printer on a Mac

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- 1. Make sure you are connected to Brown Wi-Fi (or a wired connection) on campus or connected to VPN when off campus.
- 2. Click on the Apple menu.
- 3. Select "System Preferences/Settings" from the Apple menu.
- 4. Click on "Print & Fax" or "Print & Scan" (depends on your version).
- 5. In the printer dialog box that appears, click the "+" (beneath the list of printers on the left) to add a printer. The "Add Printer" dialog box will appear.
- 6. If the "two gears/Advanced" icon is not visible in the toolbar of the "Add Printer" window, right-click on the toolbar and click "Customize Toolbar".
- 7. Drag the "two gears/Advanced" icon to the toolbar and click "Done".
- 8. Enter the following settings:
  - 1. Type: Windows printer via spoolss
  - 2. Device: Another Device
  - 3. URL: smb://ppcutprutilcit.ad.brown.edu/OIT-200Dyer-BW?encryption=no
    - 1. Replace "OIT-200Dyer-BW" with the name of the printer queue
  - 4. Name: OIT-200Dyer-BW
    - 1. Replace "OIT-200Dyer-BW" with the name of the printer queue
  - 5. Location: 200 Dyer
    - 1. Replace "200 Dyer" with location of the printer queue
  - 6. Use: Generic PostScript Printer
    - 1. This can be changed to any installed driver if desired.
- 9. Click Add. An "Installable Options" dialog may appear. You may choose if you want to print from a specific tray or whether your printer prints double sided (duplex). Enter the correct options for your printer.
- 10. Print a test page to make sure it worked.