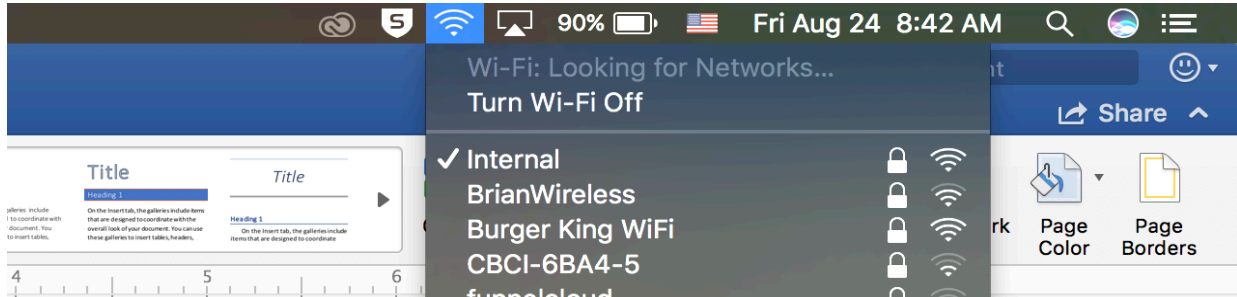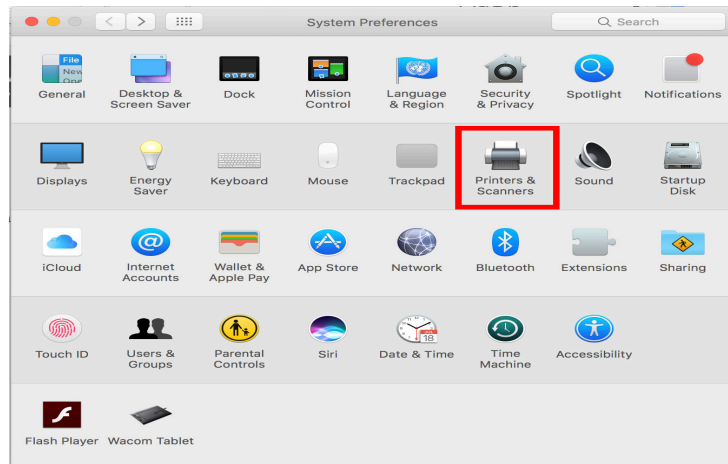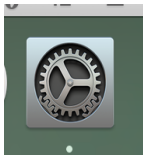How to Install Printers on your Macbook!

1) Make sure you are connected to the "Internal" wifi here on campus.
    a. *If not, connect with your PCAD email and password*
    b. *If you have not been adopted into the system, contact IT. (They're really friendly, and kinda nerdy, but they don't bite I swear.)*

2) Go into "System Preferences"
    a. *System preferences should be on your dock at the bottom of the screen, or you can find it in the spotlight search bar at the top of your screen, indicated with the magnifying glass.*
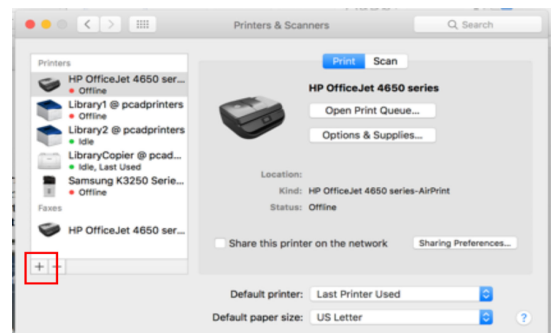   b. Once System preferences has been selected, look at the second row and select "Printers & Scanners".
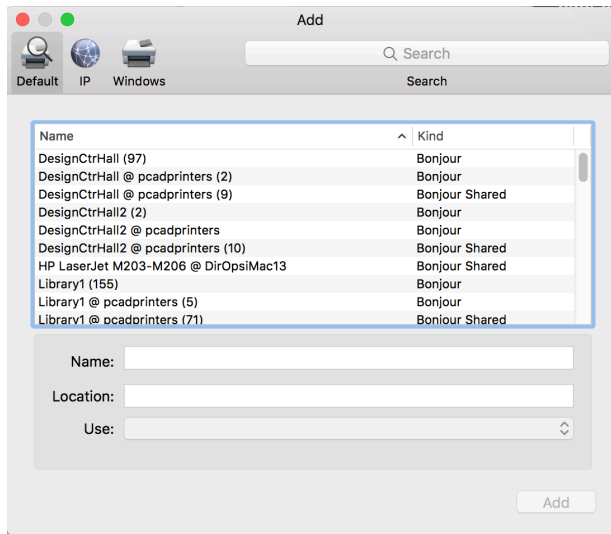
It looks like this! ⇓

You should have a dialogue box that looks like this…
(Or something similar…) →
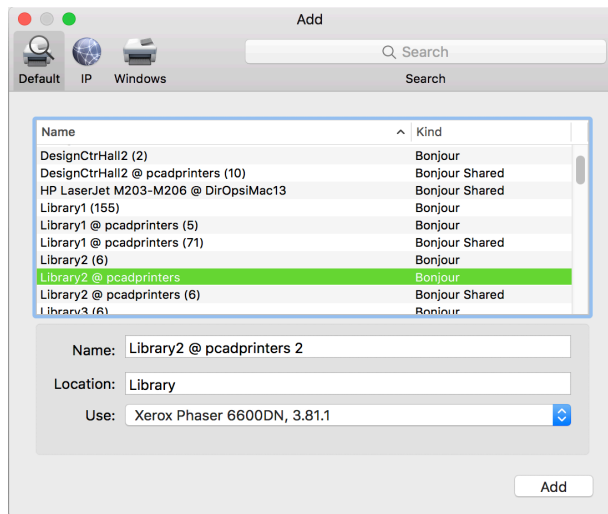
Click the "+" button in the lower left-hand corner in order to add a printer.

This will open another dialogue box that looks like this…⇓

• **Note:** Some of these 'printers' are false. So, in order to connect to a 'true' printer, you must select the ones that say, **@ pcadprinters** with **"Bonjour Shared"** to the right, or else it will not work for you when you go to p rint.
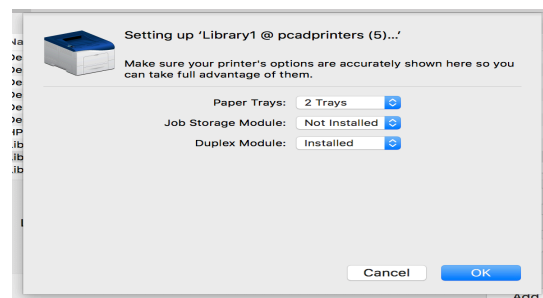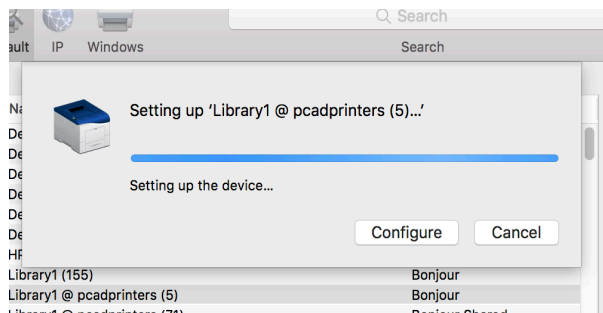

I'm going to select *Library2 @ pcadprinters* as an example.

Make sure you get the correct printer information in the "use" box down at the bottom. This is another sign of whether you are getting the right printer or not.

In the next two boxes (they'll appear quickly) you will receive a box that tells you it is setting up the device. LEAVE IT ALONE. Don't worry about it.

In the next box, it will give you a visual of all the options. Click "OK".

And viola! You have set up your printers. ☺