Printing to Library printers- Macintosh computers

First Floor Laser Printers and 2nd Floor MFPs – choose accordingly

1. System Preferences -> Print & Fax -> “+” button to add printer

2. “Add printer” > IP Tab (globe)


4. Address > “crimson.hope.edu:631”

5. Queue: For First floor, input “printers/vwlibcat”
   For Second Floor, input “printers/vwlibmfp”

6. Name > input “Library 1st floor, or Library 2nd floor”, as indicated

7. Print using > choose “Select Printer software”

8. A window will pop up where you choose printer Driver Software:
   For First Floor, select “HP 4300 Series”
   For Second Floor, select “Generic Postscript Printer”
   (“HP Laserjet 4345 MFP” for can be selected for 2nd floor, but a few laptops have experienced random print artifacts on occasion)
9. Click “Add” which will launch the next window:

10. For “Tray 3”, Select “500-Sheet input Tray”

11. Check Box next to “Duplex Unit” for 2 sided printing capability

12. Click “Continue” or “OK”