How to Add Open-Access Lab Printers on Your Apple Computer

This guide will help you set up your computer to the Open Access Lab Printers.

ⓘ During this process you may be prompted for a username and password. The windows will say if they are for something associated with Missouri State or not. If they are with Missouri State you need to use your Bearpass Login and Password. If they are not then it is asking for your computer username and password.

⚠ **PaperCut Client**

For students and various faculty/staff members with alotments in PaperCut, you will need to add the PaperCut client to your Apple computer before printing. Details on adding the PaperCut print client for Apple computers are found here.
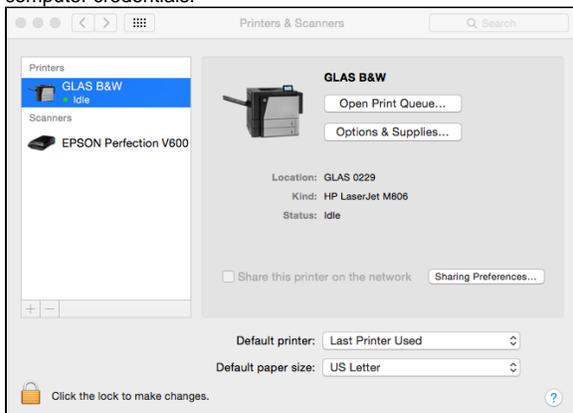
Related articles:

- Printing Troubleshooting
- Connecting to Open-Access Lab Printers
- Connecting to Network Printers
- How to Setup the Bearprint Client on Mac
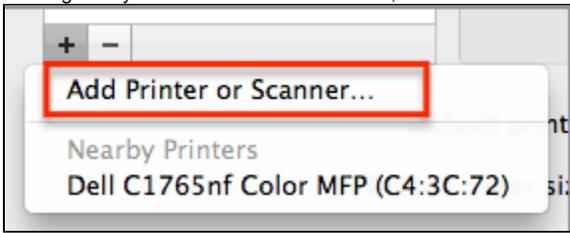- How to Setup the Bearprint Client on Windows

Step-by-step guide

1. Check online for the printer drivers for the appropriate printer (models listed at the bottom of this guide). Only install them from the support page from the manufacturer, not any other sources.
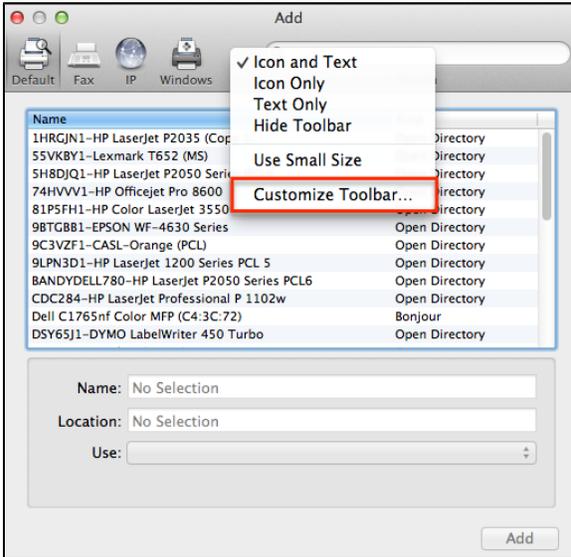2. Open **System Preferences** and click **Print & Scan.**

3. Click the **+** button to add a new printer. Make sure the lock below is set to open otherwise your computer will prevent you for making changes. If it is locked, click the image and type in your computer credentials.
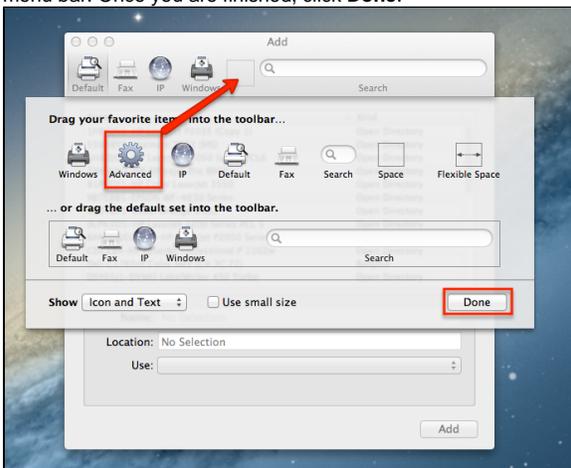
4. Clicking **+** may load another menu. If it does, click **Add Printer or Scanner...**.
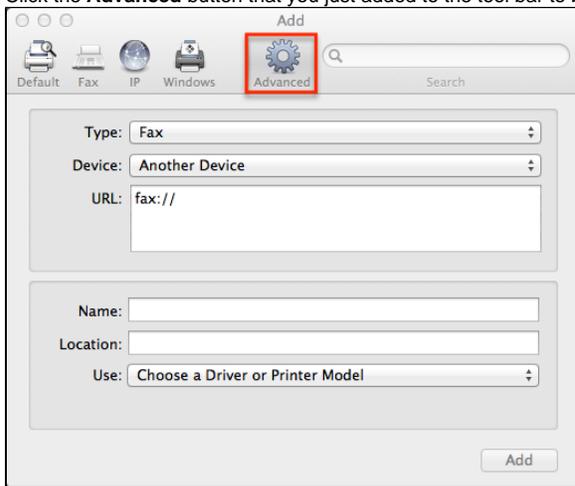

5. In the window that loads, you should have an **Advanced** button in the bar. If so, skip to Step 6. If you do not see the **Advanced** button, right-click in the open area and click **Customize Toolbar...**

6. In the new window that loads, click and drag the **Advanced** button to the empty space in the menu bar. Once you are finished, click **Done**.

7. Click the **Advanced** button that you just added to the tool bar to bring up a new menu.
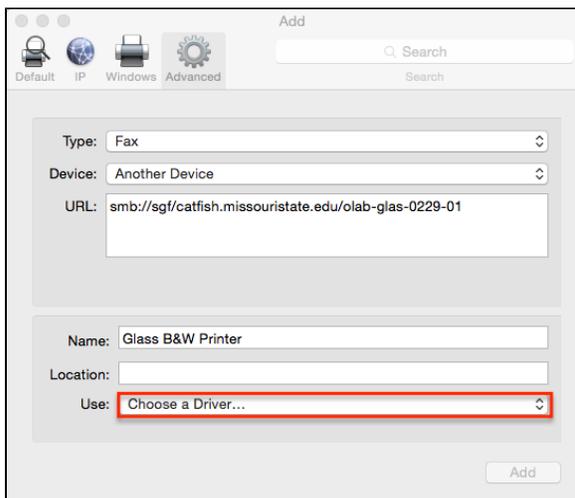

8. In the Advanced menu, set the following:
   a. **Type:** Windows printer via spoolss
   b. **URL:** *smb://* then the printer server followed by the printer name. A list of commonly used printers' names and servers are listed at the bottom of the page.

   > ⚠ If you are running Mac OS X 10.9.* (Mavericks), MacOS 10.12.* (Sierra) or MacOS 10.14.* (Mojave) do not include the "sgf/" at the beginning of the server. It will not connect properly with it included. Please also note currently MacOS 10.13.* (High Sierra) will not connect properly to the printers at all. Please upgrade to MacOS Mojave (10.14.*) to continue.
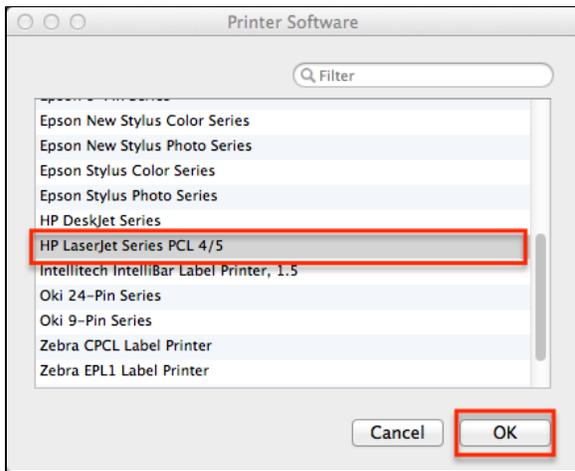
   c. **Name:** this is something that you can choose yourself so that you recognize the printer.

9. Click on the drop menu next to **Use:** and click **Select Printer Software...**

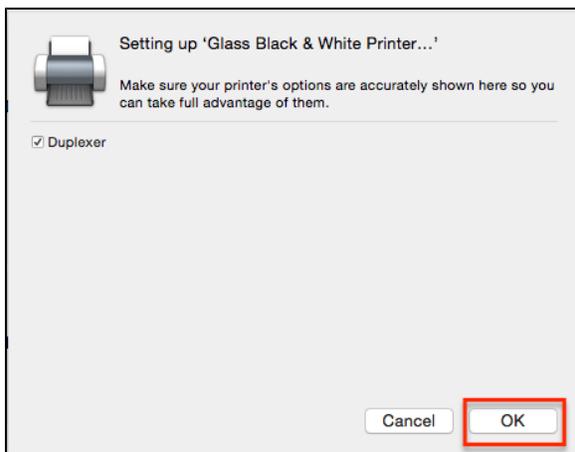   > ⚠ You may also try using the "Generic PCL Printer" driver with some of the newer printers.

10. In the window that loads, find the software closest to the model of your printer and click on it. Some commonly used printers are listed at the bottom of the page with their make and model. It does not have to be an exact match, but the closer the better. Once you have clicked on the desire software, click **OK**.

11. The software you selected in the previous step should now be displayed with the other printer settings. Make sure you have typed everything correctly and then click **Add.**

12. You will be presented with a list of features for your printer. You should select any that you would like to use.

13. You are now connected the printer and it should remember the connection on your computer.

Open Access Computer Lab Printers

Printer Location	Printer Name	Print Server	Printer Model
Cheek Hall 150	OLAB-CHEK-0150-01	smb://catfish.missouristate.edu	HP LaserJet Enterprise M806
Cheek Hall 150	OLAB-CHEK-0150-COLOR	smb://catfish.missouristate.edu	Dell 2660cdn
Meyer Library 105	OLAB-LIBR-0105-01, OLAB-LIBR-0105-02	smb://catfish.missouristate.edu	HP LaserJet Enterprise M806
Meyer Library 105	OLAB-LIBR-0105-COLOR	smb://catfish.missouristate.edu	Dell s5840cdn Color Smart Printer (or) Dell 2660cdn
Glass Hall 229	OLAB-GLAS-0229-01	smb://catfish.missouristate.edu	HP LaserJet Enterprise M806
Glass Hall 229	OLAB-GLAS-0229-COLOR	smb://catfish.missouristate.edu	HP Color LaserJet CP6015

Other Commonly Used Printers

Printer Location	Printer Name	Print Server	Printer Model
Brick City 1301	COAL-BRIK-1301-01	smb://Catfish.missouristate.edu	Dell 5350dn

Brick City 1330	COAL-BRIK-1330-01	smb://Catfish.missouristate.edu	Dell 5350dn
Brick City 1346	COAL-BRIK-1346-01	smb://Catfish.missouristate.edu	HP LaserJet 9050
Brick City 1346	COAL-BRIK-1346-02	smb://Catfish.missouristate.edu	HP Color LaserJet CP6015
Ellis Hall 201	COAL-ELLS-0201-01	smb://Catfish.missouristate.edu	HP LaserJet 9050
Hill Hall 305c	COE-HILL-0305c-01	smb://Catfish.missouristate.edu	Dell 5130cdn
Hill Hall 305c	COE-HILL-0305c-02	smb://Catfish.missouristate.edu	HP Color LaserJet CP6015
Siceluff Hall	COAL-SICL-0328-01	smb://Catfish.missouristate.edu	Dell 5350dn

For questions or comments, contact the Computer Services Help Desk
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