Topic: How to install a department printer on a Mac

1. First, remove any printers currently installed that we are going to install
2. Go to the Apple

![Finder window with System Preferences selected](image)

3. Click on “Print & Scan”
4. The printers installed should show up on the left hand side. Remove printers, but only remove those that are being re-installed or they will have to be manually added again. To do so, highlight the printer and hit the minus button.

5. To Install the Department printers, click on “Go”, and then select “Connect to Server”
6. For “Server Address”, type in “smb://printone.mnstate.edu/printers” without quotation mark as shown below. Select the ‘Connect’ button.

![Connect to Server](image)

7. Double click on “Department Printers” folder

![Department Printers](image)

8. Find the department name from the list that you are looking to install, double click on it, and then hit “OK”. (A listing of all department printers can be found at http://www.mnstate.edu/helpdesk/department-printers.aspx)
9. Hit “OK” after the printers are installed.

![Image of printer setup window](image1.png)

10. To see the installed printer, click on “Apple” and go to “System Preferences”

![Image of system preferences menu](image2.png)
11. Click on “Print & Scan”

12. The printers installed should show up on the left hand side

For More Information

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.