

Steps for Setting Up an SD19 Printer On Your Personal Mac Computer

Step One: Download and install the required printer drivers first!


For District HP Printers: <https://support.apple.com/kb/dl1888>

For Ricoh Photocopiers: http://support.ricoh.com/bb/html/dr_ut_e/re2/model/mp2554/mp2554.htm

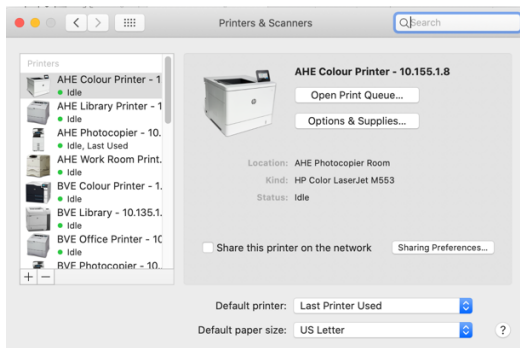
After the printer drivers are downloaded, install them on your computer. In particular, please note that it will take several minutes to download and install the HP Printer Drivers.

Important Note: If you have already been using printers in the district, and are just adding new district printers, this step is not necessary – go to Step Two.

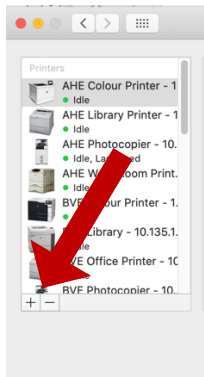
Step Two: Go to the district printer(s) that you want to add to your computer and write down the name of the printer and the IP address that is written on the front of the printer. The IP address will be a series of numbers separated by periods (e.g. 10.125.1.25).

Step Three: Go to the  Apple Menu icon in the and then to **SYSTEM PREFERENCES** option.

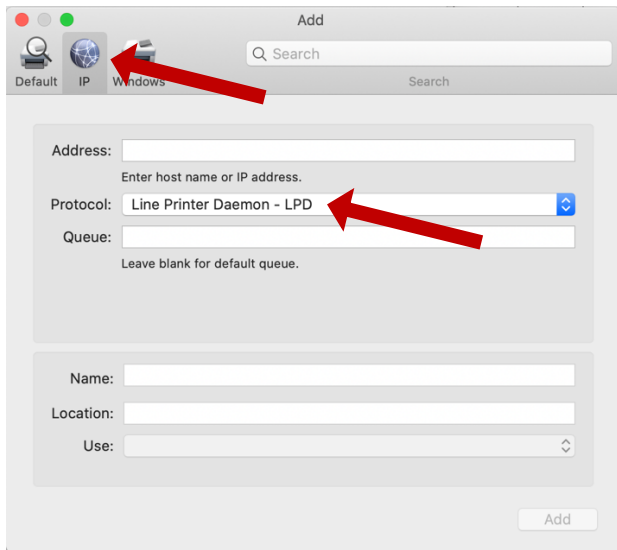
Step Four: After the System Preferences opens, select the **PRINTERS & SCANNERS** option. In a moment the printers dialog box will appear.



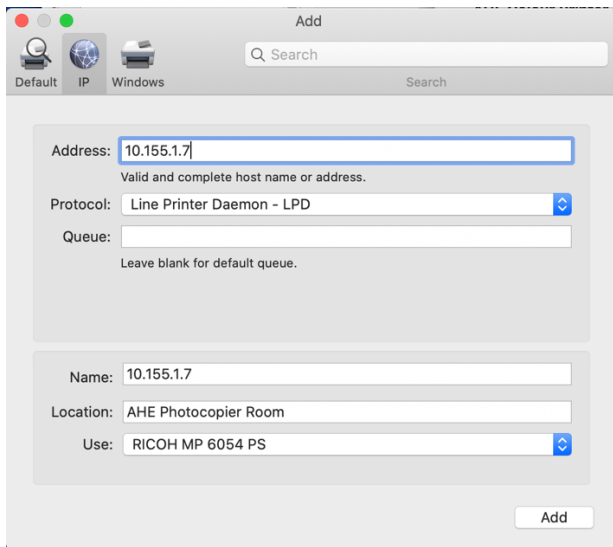
Step Five: Under the list of printers on the left, click on the **+** plus button, a dialog box will appear in a moment to add the new printer.



Step Six: In the Add Printer dialog box, first click the IP Globe in the top left corner. New options will appear, and then click the **PROTOCOL** drop down menu to set it to **LINE PRINTER DAEMON – LPD**. If the protocol is not set to LINE PRINTER DAEMON – LPD, the printer connection will not work. ☹



Step Seven: In the **ADDRESS** field, enter in the IP address of a printer that you want to add that you wrote down earlier in **Step #2** – there should be no spaces in the IP address. If your computer is connected to the district wifi network, your computer should automatically communicate with the printer and select the correct printer driver in the **USE** drop down menu and may provide location information (some district printers do and some don't).



Step Eight: To help make it easier for you to know which printer you have added, change the **NAME** and **LOCATION** fields to something that makes sense to you (in the example below, the name of the printer and the IP address are used in the example below, but you can use whatever makes sense to you 😊).

The screenshot shows the 'Add' printer window in macOS. The window has three tabs: 'Default', 'IP', and 'Windows'. The 'IP' tab is selected. The window contains the following fields and options:

- Address:** 10.155.1.7 (with a note: 'Valid and complete host name or address.')
- Protocol:** Line Printer Daemon - LPD (dropdown menu)
- Queue:** (empty, with a note: 'Leave blank for default queue.')
- Name:** AHE Photocopier - 10.155.1.7
- Location:** AHE Photocopier Room
- Use:** RICOH MP 6054 PS (dropdown menu)
- Add** button at the bottom right.

Step Nine: Click the **ADD** button to finish adding in the printer. The newly added printer will now appear in the list of available printers.

Step Ten: To add other printers, return back to **Step #4** and continue the process.

Happy Printing! 😊

If you have any other questions or run in any difficulty, please contact Michael.