

Choose the directions matching your OS version. You can identify the version by clicking on the blue apple at the top left on your screen and choosing “About this Mac.”

IP Printing From a Macintosh Using OS 10.4 or Higher

1. Open “System Preferences” from the Apple Menu or the Dock.
2. Click once on “Print and Fax.” Make sure “Printing” is selected at the top of the window.
3. If your printer is on the list, close the window. Go to step 12.
4. If your printer is not on the list, click the + sign on the left side of the “Print and Fax” window.
5. Click “IP Printer” at the top of the window.
6. For “Protocol:” choose “HP Jet Direct Socket” from the pull-down menu.
7. In the “Address:” area, put the IP address of your desired printer. This may be on a label on the printer or you may need to print a configuration page using buttons on your printer.
8. Leave “Queue:” empty.
9. “Name:” the printer anything you will remember it by and enter the “Location:” as you desire.
10. Click on the “Print Using:” pull-down. Identify the printer brand (e.g. HP, Dell) and “Model.”
11. Click the “Add” button to register your choice. Accept the configuration options as offered.
12. When you print, make sure that your desired printer is selected in the “Printer:” area of the print window. If it is not, use the pull down menu to select it, then click “Print.”

Setting Your Default Printer

Open System Preferences (Apple in top left → System Preferences OR click the light switch icon in the Dock
Selected Printer in Print Dialogue: **Choose your existing printer to set it as the default**

IP Printing From a Macintosh Using OS 10.3.9

1. Open “System Preferences” from the Apple Menu or the Dock.
2. Click once on “Print and Fax.” Make sure Printing is selected at the top of the window.
3. Click on “Set Up Printers.”
4. If your printer is on the list, close the window. Go to 12.
5. If your printer is not on the list, click the “Add” icon on the top left side of the “Printer List” window.
6. Set the top popup to “IP Printing.”
7. For “Printer Type” choose “HP Jet Direct Socket” from the pull-down menu.
8. In the “Printer Address:” area, put the IP address of your desired printer. This may be on a label on the printer or you may need to print a configuration page using buttons on your printer.
9. Leave “Queue:” empty.
10. In the “Printer Model:” pull-down, choose your printer’s manufacturer, and then identify the Model Name.
11. Click the “Add” button to register your choice.
12. When you print, make sure that your desired printer is selected in the “Printer:” area of the print window. If it is not, use the pull down menu to select it, then click “Print.”