

How do I print to the Access Centres from my Mac laptop?

This guide will show you how to print to the various access printers from your 10.5 (Leopard) or 10.6 (Snow Leopard) Mac laptop.

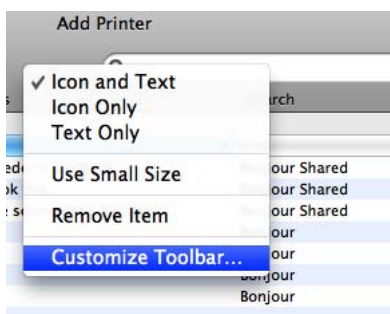
Open "Add Printer"



Click on the "Apple" menu and select "System Preferences". From "System Preferences" click "Print & Fax".

From the "Print & Fax" window click the "+" button to open the "Add Printer" dialog.

Add the "Advanced" button



We need to add the "Advanced" button to the toolbar before we proceed, skip this step if you already see the "Advanced" button.

Hold the "CTRL" button on your keyboard and click on a blank area of the toolbar. Click "Customize Toolbar".



Drag the "Advanced" button from the new dialog box onto the blank area of the toolbar.

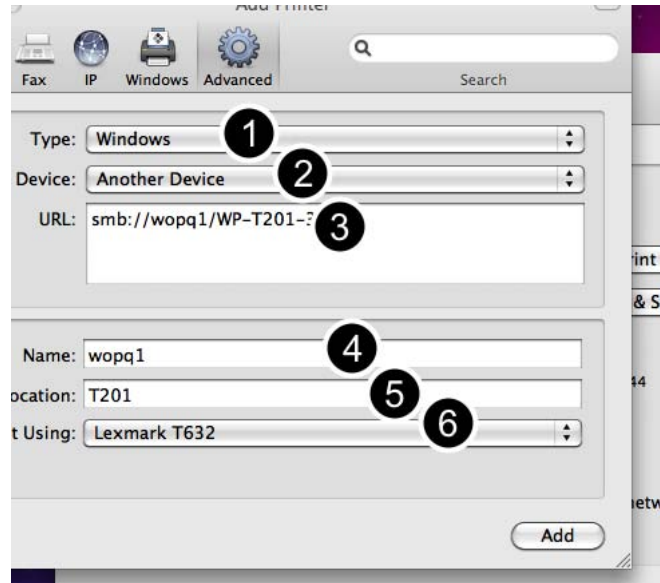
Click the "Done" button and you should now see the "Advanced" button permanently on the "Add Printer" dialog toolbar.

Record the printer information



Every printer in the Access Centres is labeled with its specific name, it will usually be a visible label like the one pictured above. WP means it's a Woodroffe Printer, T201 is the room number and 3 is the number of printer in that room. You also need to record the model of the printer, it should be easy to spot ie. "Lexmark T644". Walk to the printer you want to add and record this information you will need it in the next steps.

Add the specific printer



Click the "Advanced" button, the computer will search for a few seconds. When it is finished you'll need to enter some information about the specific printer you want to use.

- 1) "Type" drop down, select "Windows"
- 2) "Device Type" drop down, select "Another Device"
- 3) "URL", will be "smb://wopq1/THEPRINTERNAME" ie. smb://wopq1/WP-T201-3
- 4) "Name", this will also be the name of the printer, ie. WP-T201-3

5) "Location" is the room it's in, ie. T201

6) "Print Using", click "Select Printer Software" and in the "Printer Software" dialog type the model of the printer ie. "T644", select the appropriate model from the list and click the "OK" button.

You'll return to the "Add Printer" dialog where you can click the "Add" button.

Finish up



You shouldn't need to change any of the options on the "Installable Options" dialog so you can just click the "Continue Button".



Your new printer should be added to the list and will be available from the print dialog in all your applications.

Printing



The first time you print you will be asked to authenticate to the Algonquin network. The settings are "Connect As" check "Registered User", "Name" must be "woodroffe\ALGONQUINUSERNAME" ie "woodroffe\user0001", "Password" will be the same one you use to get your email and Blackboard and you can check "Remember this password" so you shouldn't have to enter it again.