

ADDING A PRINTER IN MAC OS X - QUICK GUIDE

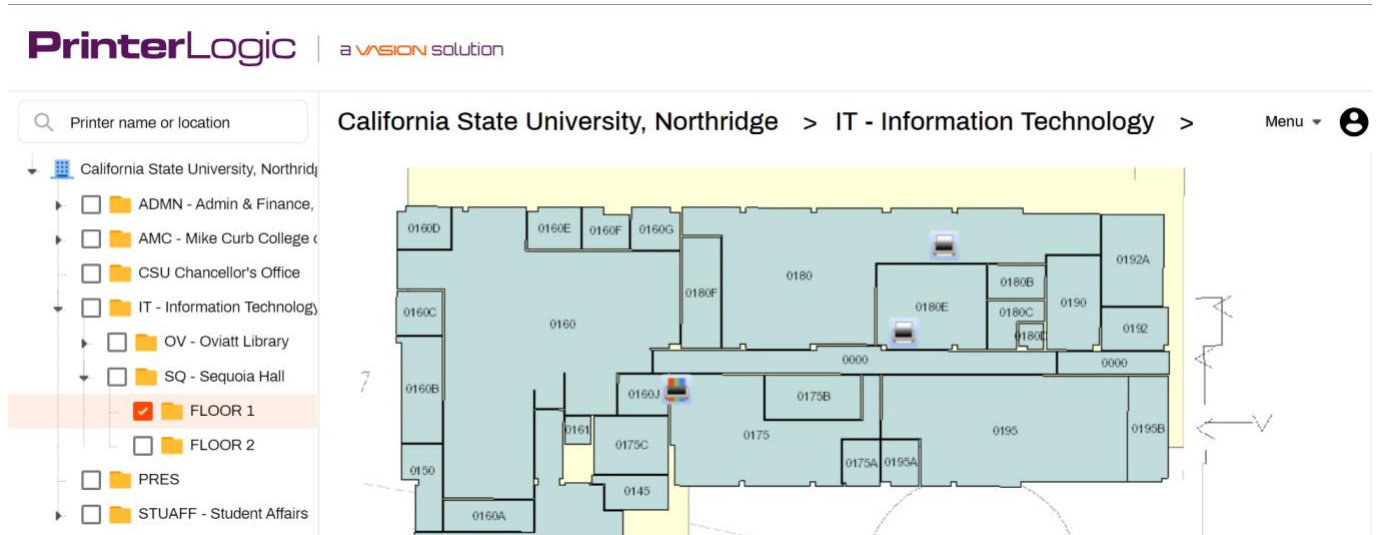
INTRODUCTION

This guide includes step-by-step instructions for adding a new printer, managing printers, and adding a print code if your department or area requires one.

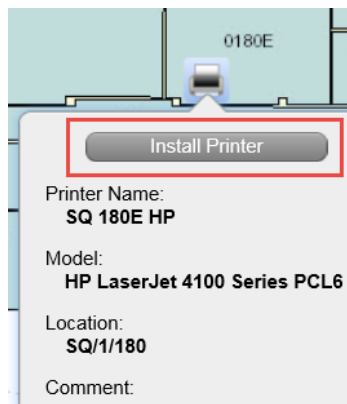
ADDING A NEW PRINTER

Printers are added through the Printer Installer, which is a web-based print handling solution. To begin the process:

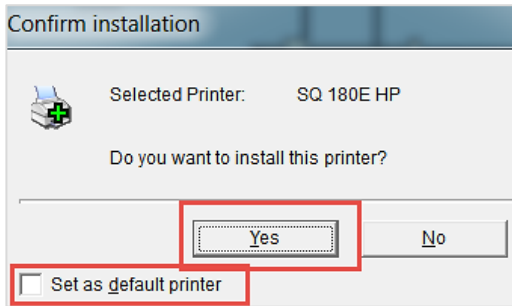
1. Visit csun.printercloud.com/.
2. CSUN's Printer Installer window opens as a map and displays printers based on building/area. Your view will reflect the areas/buildings you have been approved to access.



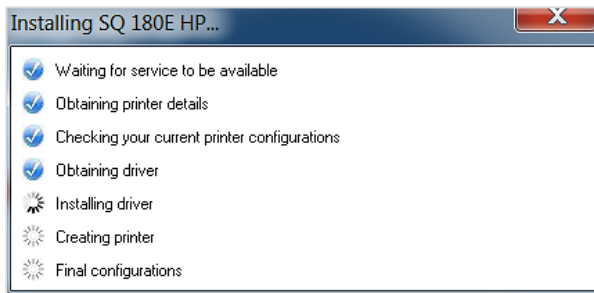
3. From the left navigation pane, drill down to the location of the printer you want to add.
4. Mouse over the printer you want to install and select the **Install Printer** button.



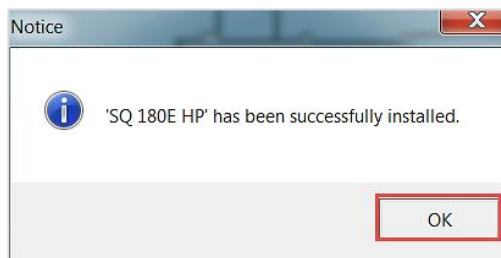
5. In the **Confirm installation** window, select the **Set as default printer** checkbox if you want to set it as the default, and then select the **Yes** button.



6. The installing progress window displays.

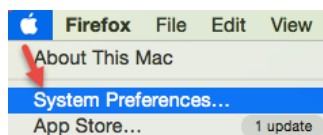


7. When the installation is complete, the **Notice** window displays confirming the installation. Select the **OK** button.

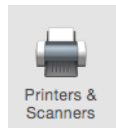


Managing Printers

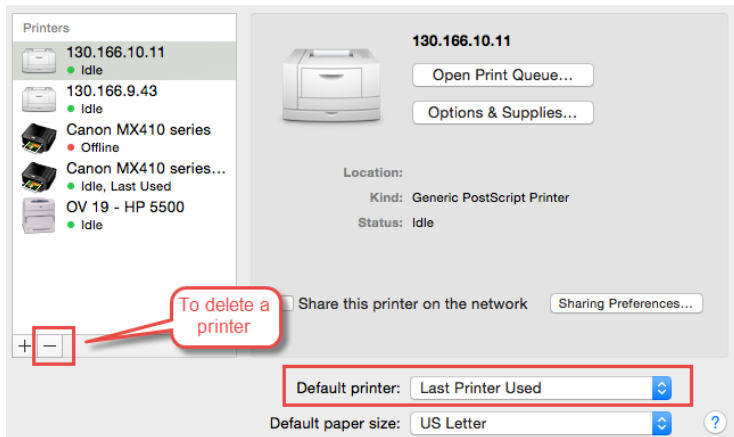
1. Choose **System Preferences** from the **Apple** menu.



2. Select **Printers & Scanners**.



3. To set the default printer, select a printer from the **Printer default: dropdown** menu.
4. To delete a printer, highlight the printer you want to delete, select the **– (minus)** button and confirm the delete.

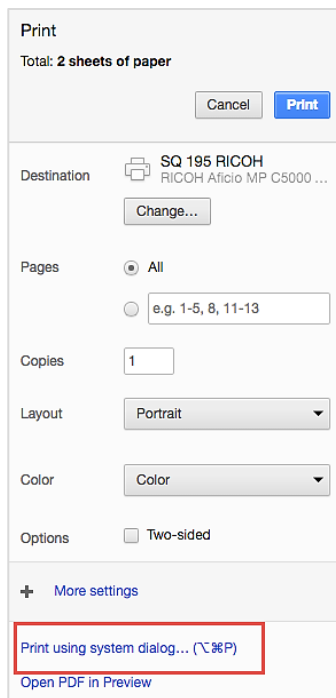


Adding a Print Code

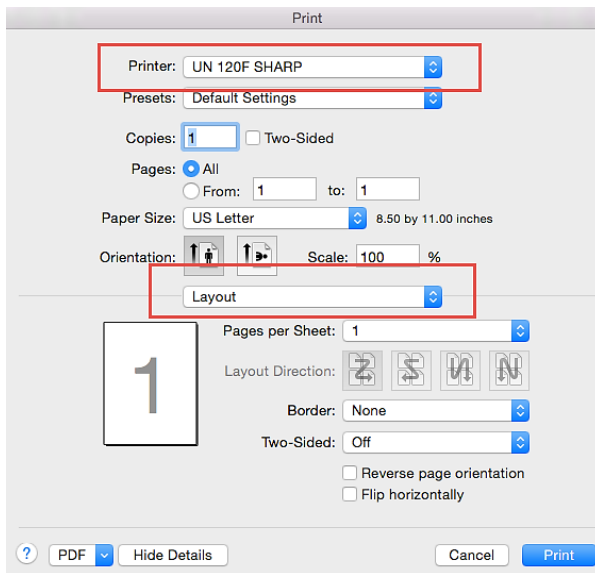
These instructions apply to users who are required to use print codes. If you do not know your print code, contact your immediate supervisor.

To add a print code:

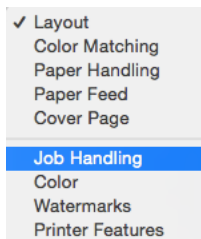
1. Visit csun.printercloud.com/.
2. CSUN's Printer Installer window opens as a map and displays printers based on building/area. Your view will reflect the areas/buildings you have been approved to access.
3. **Right-click (control+click)** anywhere within the left-menu area and select **Print**.
4. Select the **Print using system dialog** link.



- At the top of the printer dialog window, verify that you have the correct printer selected. If not, use the dropdown to select the correct printer.



- Under the **Layout** dropdown menu, select **Job Code or Job Handling** depending on the printer you are using, enter your print code and follow the on-screen prompts to complete the process.



NEED HELP?

Contact the IT Help Center by phone (818-677-1400), online at (<https://csun.topdesk.net/>) or in person in (University Library, First Floor, Learning Commons).