All University-owned Macs with an AppState Build can use network printers. Please follow these steps to install a network printer for your area.

Note: You can still only print to printers which your account has access to.

1. Click on the Apple Icon in the top left corner of the Menu Bar. Then click **System Preferences** from the drop down.
2. In the System Preferences window that pops up, click on the **Print & Scan** icon.

3. If the lock icon is locked, click the lock to make changes to printers. Enter your Appstate username and password to unlock the Print & Scan preferences when you click the lock icon.

4. Click the + icon, then select **Add Other Printer or Scanner...** from the drop down list.
5. A list of **Network** printers should show up in the list automatically after a few seconds.

   **Note:** You must be connected to the ASU network to be able to add an ASU network printer.

6. Find and select the printer you want installed from the list. The Name and Location will be automatically filled in for you if there is information available on the server. Next, click on **Choose a Driver**.

   ![Screenshot of printer selection interface]

   **Note:** Printers are organized by College-Department-PrinterModel

7. Choose **Select Printer Software** from the drop down options.
8. In the pop-up box, find your printer model/name from the list. Select it and then click OK.

![Printer Software]

9. Click the Add button to add the selected network printer to your list of printers.

![Add printer]

You have just finished setting up an AppState network printer. Now when you print a document or webpage from this printer it will ask you for your AppState username and password to print.

**Note:** If it does not print when you enter your Appstate Credentials, you may not have access to print to that particular printer.
Additional Printer Options

If your printer has other add-ons installed (i.e. finisher, stapler, etc.) you can change the printer driver options by clicking on your printer in the System Preference pane, then click the **Options & Supplies** button.

Click the **Driver** tab, select any additional options that your printer has installed or supports, then click **OK**.

If you have any questions, feel free to submit a support request at [support.appstate.edu](support.appstate.edu), or call the Help Desk at 262-6266.