

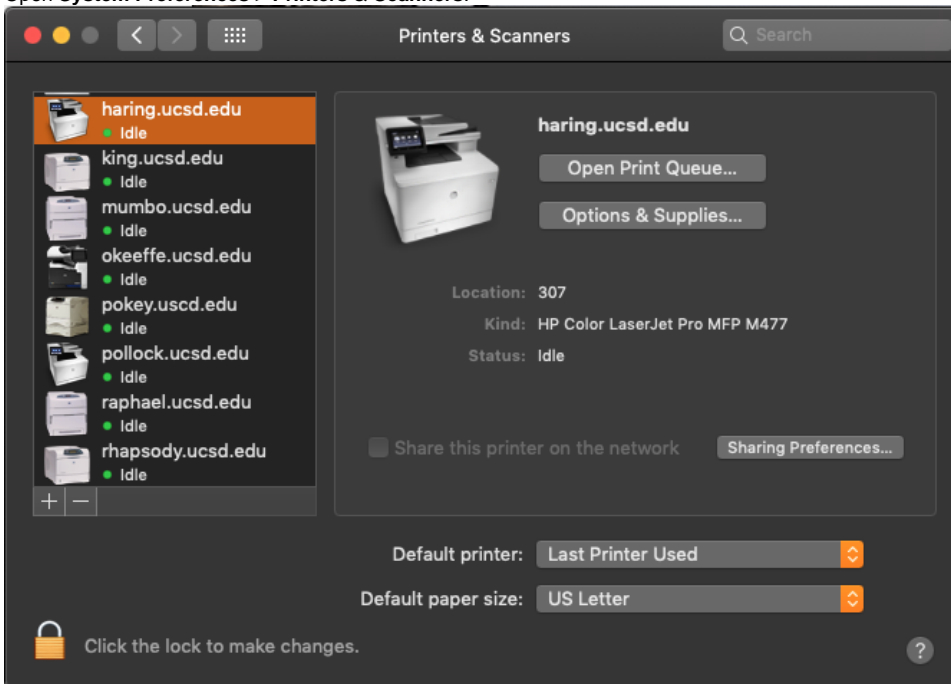
Setting Up Additional IGPP Printers for OS X

Questions Addressed

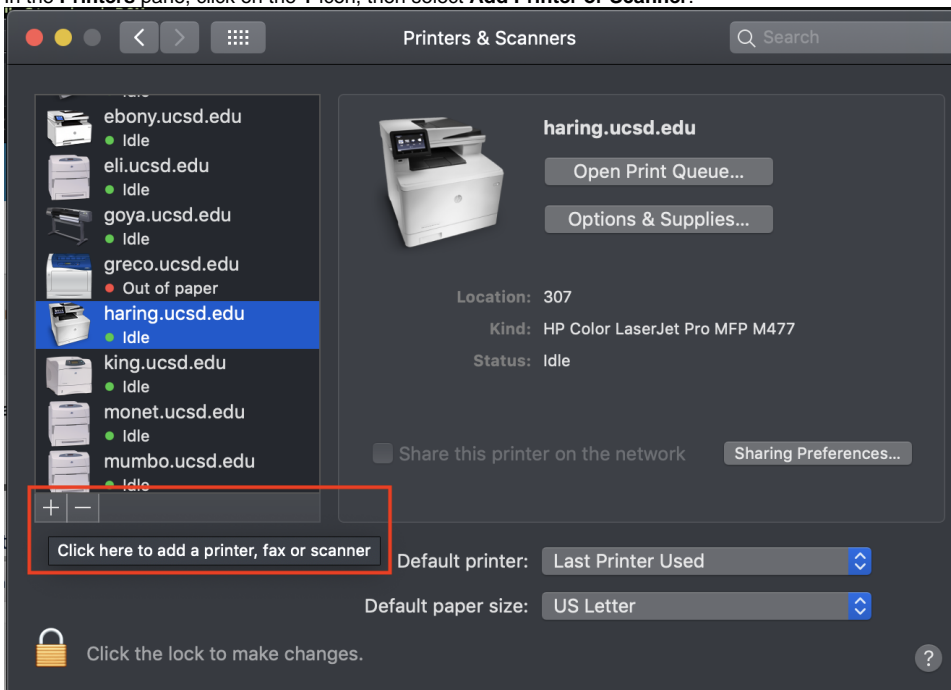
- How do I setup additional IGPP printers on my machine? How do I setup additional IGPP printers on my machine?

NOTE: In order to print to a IGPP printer, you need to be on UCSD Network or connected to [Virtual Private Network \(VPN\)](#).

1. Open **System Preferences > Printers & Scanners**.



2. In the **Printers** pane, click on the **+** icon, then select **Add Printer or Scanner**.



3. Choose **IP Printer** from the top of the window.

The screenshot shows the 'Add' printer window in macOS. The window title is 'Add'. At the top, there are three tabs: 'Default', 'IP', and 'Windows', with 'IP' selected. A search bar is visible. The main area contains two sections. The first section has 'Address: haring.ucsd.edu' with a note 'Valid and complete host name or address.', 'Protocol: Internet Printing Protocol - IPP' (dropdown), and 'Queue:' (empty). The second section has 'Name: haring.ucsd.edu', 'Location: 307', and 'Use: HP Color LaserJet Pro MFP M477' (dropdown). An 'Add' button is at the bottom right.

4. In the **Address and Queue** field, enter the printer's address (**printername.ucsd.edu**).
5. Make sure the correct printer model is selected from the **Print Using** pull-down menu. If you do not know the model of the printer, you can look it up at <https://igppdb.ucsd.edu/printers>.
If printer model is incorrect, change it by selecting **Print Using > Select Printer Software**. If the printer model cannot be found, you may need to download the driver from the manufacturer's website (links are provided conveniently for you on <https://igppdb.ucsd.edu/printers> .)
6. Click Add Add to finish the printer setup.

NOTES:

1. Check <https://igppdb.ucsd.edu/printers> to see a printer's capabilities and additional settings (ie. duplex, Number of trays) and download the linked drivers.
2. On your top toolbar, click > Software Updates to update any printer drivers.