One Minute Guides – Add a College Printer on a Mac

Before adding the printer, connect to the **WIFI** and have any **virus protectors or firewalls turned off**.

1. Click on the Apple menu in the top left corner.
2. Click on **System Preferences.**
3. Click on **Printers & Scanners.**
4. Click the "**+**" button to add a printer.
5. Press the Control key while clicking the "Default" icon, then Choose
6. Customize Toolbar from the contextual menu that appears.
7. Press the Control key while clicking the "Advanced" icon, then select Add to Toolbar.
8. Select the Advanced icon.
9. Choose "Windows Printer via Spoolss" from the "Type" pop-up menu.
10. In the Device URL field, type the printer's address in this format:
11. smb://ncprint.northern.on.ca/p-lrc-printer1 or
12. smb://ncprint.northern.on.ca/p-lrc-printer2
13. In the Name field type the name Library Printer 1 or Library Printer 2.
14. In the Print Using field select "Generic PostScript Printer"
15. Click on the Add button to complete the printer installation.
16. When you submit your first print job, you'll be prompted for authentication. Please enter your Blackboard username and password. (Using sigma\ as a prefix before the username)
17. Checkmark the box for "Remember this password in my keychain"

See Screenshot below:

Connect as: ○ Guest
             ● Registered User

Name: sigma\Blackboard Username

Password: Blackboard Password

☑ Remember this password in my keychain

(Cancel)   (OK)