Adding a Network Printer
Printing to IP Addresses in Windows 7 and Mac OS X

Click the Windows (Start) button and select Devices and Printers.

In Devices and Printers and click Add a printer.

In the Add printer window, select:

- Add a network, wireless, or Bluetooth printer

Then click Next.

In the Add Printer window, ignore the Select a printer box.

Click on:

- The printer that I want isn’t listed.

Then click Next.
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Select the option:

**Connect to this printer:**

Type in the printer name, following the example:

```
\server\printernname
```

Click **Next** to continue.

For printer share name if you do not know please contact cascomp@albany.edu

If the printer name was entered correctly, you will see it connecting and attempting to load a driver. This may take a few minutes.

Once it has successfully connected and loaded the correct driver, it will show you a confirmation screen.

Click **Next** to continue.

**Set as default printer** is automatically selected. You can uncheck this if you like.

You can also send a test page to the printer confirm that it has been connected properly.

Click **Finish** to exit the wizard.
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Go to System Preferences and select Printers and Scanners

Click + symbol to add printer.

Locate printer and the “Use” pull down click on “Select Software”.

* If you don’t see the printer list see next page.
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Look for corresponding printer driver in list, and click OK. You can use the search feature on the top right to help narrow down the choices. Please keep in mind printer companies will use the same driver for a series of printers. I.E. a printer may be a model number of 5451 however the driver may be for the 5400 series printers. There also may be a time when you cannot get a driver for a printer you can try to add it with one of the Generic PostScript Printer and make a test print. You also will have to authenticate the printer with your UAlbany Net ID and Password.

After the printer is installed you can make a test print by double clicking on the printer in System Preferences and when the next window pops up going to Printer and Print Test Page

If your printer does not show up in the list navigate back to System Preferences and Printers & Scanners. Click the “+” sign

Right click or hold the Control button on your keyboard and click on the grey area next to Windows. Select Customize Tool Bar. Drag the Advanced icon up next to the Windows Icon.
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Click on Advanced
Change Type: Windows printer via spoolss
URL: smb://p1.cas.univ.albany.edu/PRINTERSHARENAME
For printer share name if you do not know please contact cascomp@albany.edu

Please notify CAS Computing if you need any further assistance at cascomp@albany.edu