

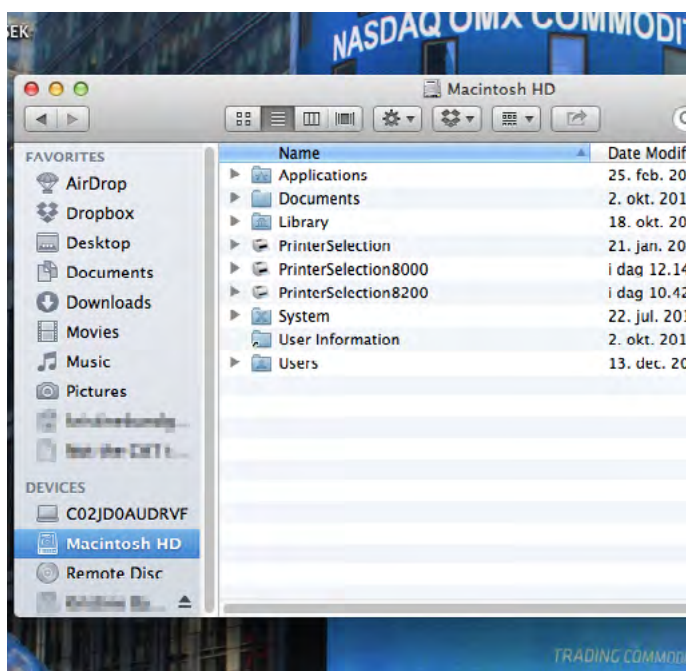
INSTALL PRINTER MAC OS X

This guide will show you how to install printers on your Mac provided by BSS Support, AU IT. The guide will also demonstrate how to choose a default printer on your Mac.

Due to security precautions, installing printers at Aarhus University on private computers is not by default an option since the installation often requires access to the network through cable. Where possible, printers can be installed on private computers

from a wireless network with access to the printers. Please contact your local servicedesk if you have questions regarding wireless installation of printers.

The screen shots in this guide are from Mac OS X Lion 10.7 but the procedure can easily be applied on other versions of the operating system. Instructions for users of other versions are available where the screen shots do not suffice.



Printers are installed from a folder on your Mac called Printer Selection.

You can find this folder by opening Finder and selecting your Macintosh HD which is often displayed in the left menu in Finder. You can also search for the folder using Spotlight by clicking the magnifying glass icon next to the watch in the upper right corner and entering 'printerselection'.

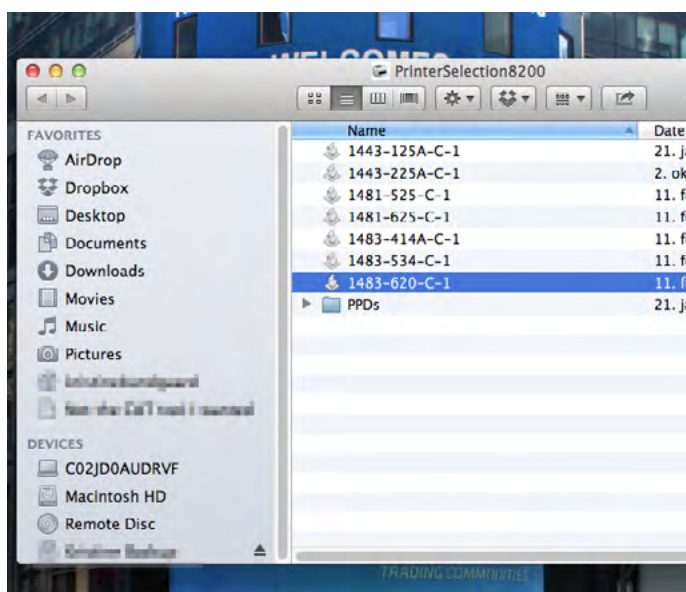
You will now see three folders as shown in the picture.

'Printerselection' contains the printers at Fuglesangs Allé named according to the former ASB standard, eg. 'R121-HP4015'

'Printerselection8000' contains printers at BSS locations in zip code 8000 named according to the new AU standard, eg. '1483-620-C-1'.

'Printerselection8200' contains printers at BSS locations in zip code 82XX also named according to the new AU standard.

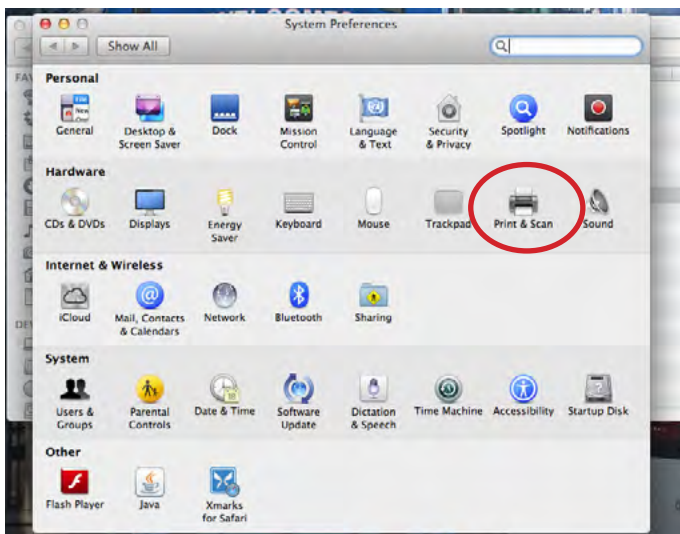
Double click the folder that corresponds to your location in order to access the printers.



You will now see a list of available printers on your location.

Double-click the printer you wish to install.

If the printer you need is not available from the list, please send an email with details about the building, the room, and the printer model to servicedesk@asb.dk.

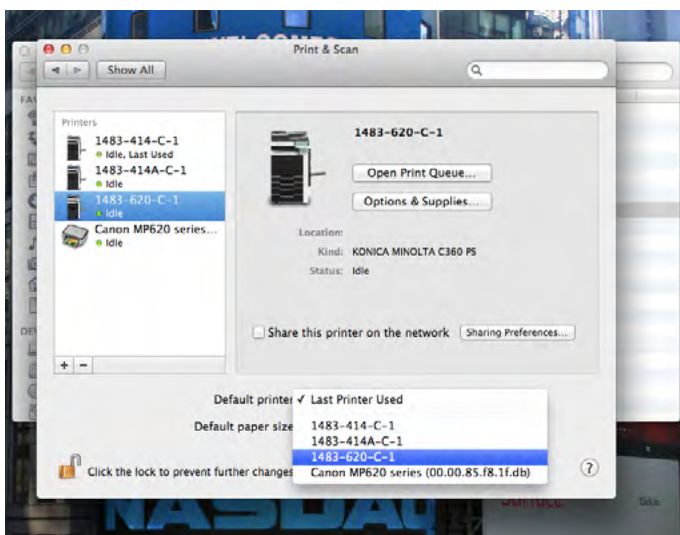


SET DEFAULT PRINTER

If you wish to set the printer in question as your default printer, go to **System Preferences**.

Open System Preferences from the Dock or by searching for it using Spotlight.

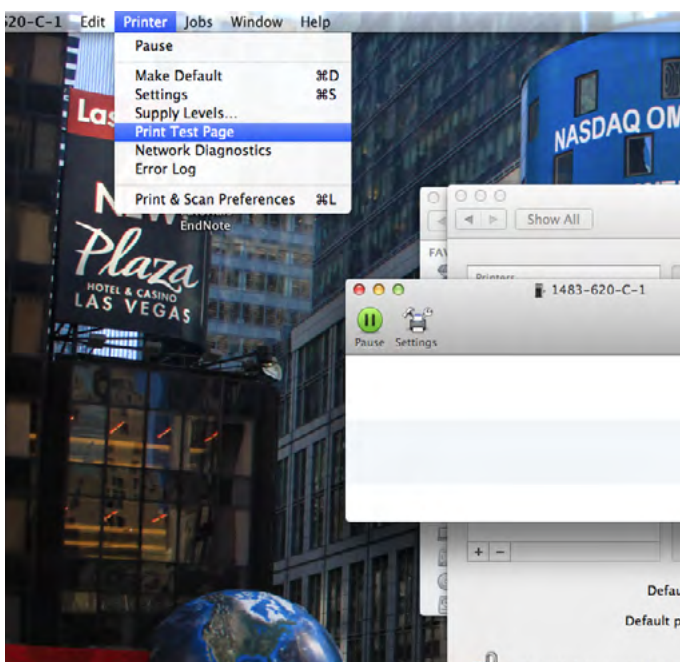
In System Preferences, go to **'Print & Scan'**.



This will give you a list of installed printers on your Mac.

The field 'Default printer' is located below the list in the middle of the window. Here you can select your default printer or you can set your Mac to automatically print to the last printer used.

You can also right-click the printer on the list and select 'Set default printer'.



PRINT TEST PAGE

You can check the connection to the printer by printing a test page.

Double-click the printer to open the print queue, then **click 'Printer'** in the upper menu and **select 'Print Test Page'** as shown in the picture.

If you receive a message that the printer software was not installed correctly, click 'Repair' and allow changes, in order to let the repair tool run, by entering the password for your Mac user account.

If you need technical support for the printer installation or if you have any questions regarding printer functionality, network or the like, please contact your local IT servicedesk which you can find here:

<http://www.au.dk/en/facultiesdepartmentsetc/index/ait/>

THIS GUIDE HAS BEEN PRODUCED BY

ADVANCED MULTIMEDIA GROUP



Advanced Multimedia Group is a division under AU IT supported by student assistants. Our primary objective is to convey knowledge to relevant user groups through manuals, courses and workshops.

Our course activities are mainly focused on MS Office, Adobe CS and CMS. Furthermore we engage in e-learning activities and auditive and visual communication of lectures and classes. AMG handles video assignments based on the recording, editing and distribution of lectures and we carry out a varied range of ad hoc assignments requested by employees.

In addition, AMG offers solutions regarding web development and we support students' and employees' daily use of typo3.

ANALYTICS GROUP



Analytics Group, a division comprised of student assistants under AU IT, primarily offers support to researchers and employees.

Our field of competence is varied and covers questionnaire surveys, analyses and processing of collected data etc. AG also offers teaching assistance in a number of analytical resources such as SAS, SPSS and Excel by hosting courses organised by our student assistants. These courses are often an integrated part of the students' learning process regarding their specific academic area which ensures the coherence between these courses and the students' actual educational requirements.

In this respect, AG represents the main support division in matters of analytical software.

PLEASE ADDRESS QUESTIONS OR COMMENTS REGARDING THE CONTENTS OF THIS GUIDE TO
BERTEL KIRKEBY
ADVANCED@ASB.DK