

Set up a printer on the UNI domain

It is no longer necessary to use the AUITUtility to print, if the Mac is joined to the UNI domain and you use your UNI username (auAUID) to log on.

Preparation

As opposed to Windows computers, Macs do **not** automatically get the correct drivers and settings, when installing a printer.

Please consider having a look at the printer and make a note of the following:

Printer name (this reflects the building and room – in the following is used 1512-300-b-1).

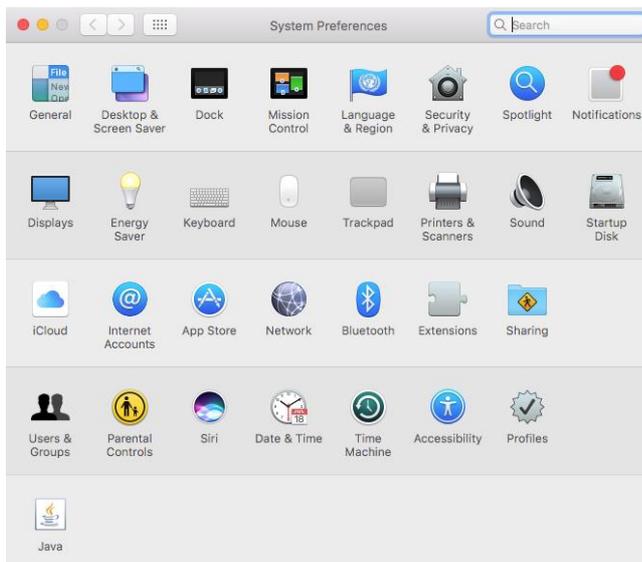
Printer make and model (in this example a HP LaserJet P4015).

Special features (could be additional paper trays, duplex unit, stapling etc.).

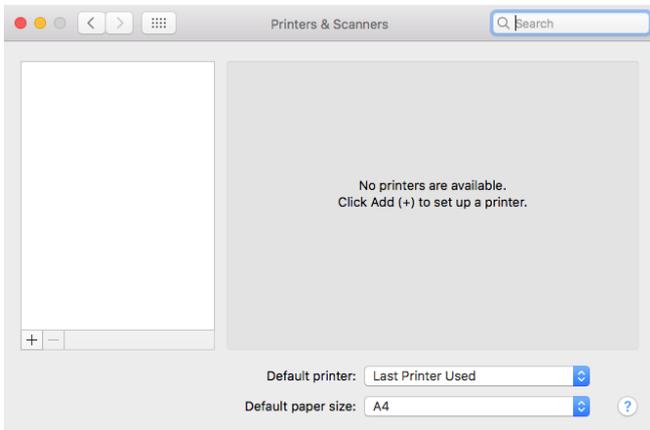
Unfortunately, this may be a bit difficult to find out – you may ask a colleague or have your local IT support look it up.

Setup

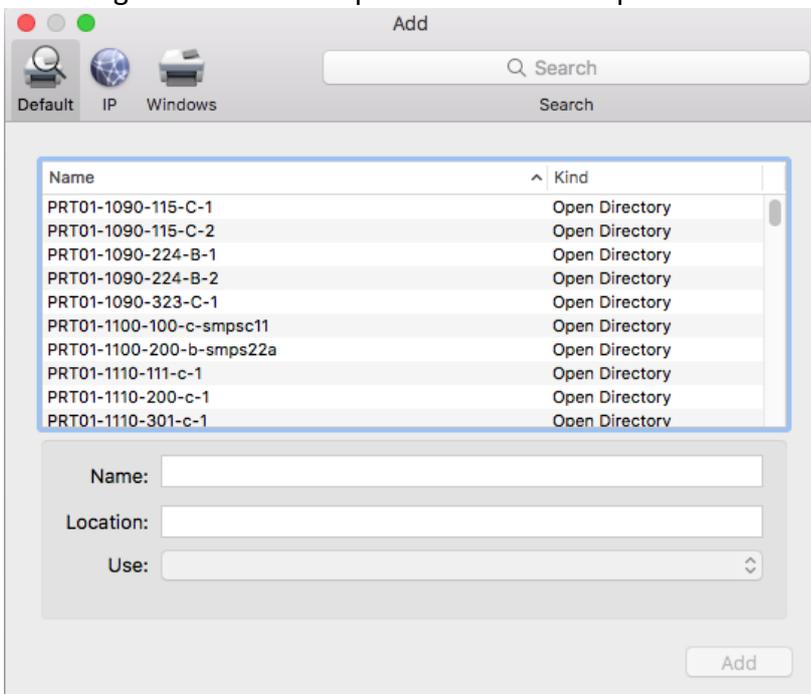
Open System Preferences, choose 'Printers & Scanners'.



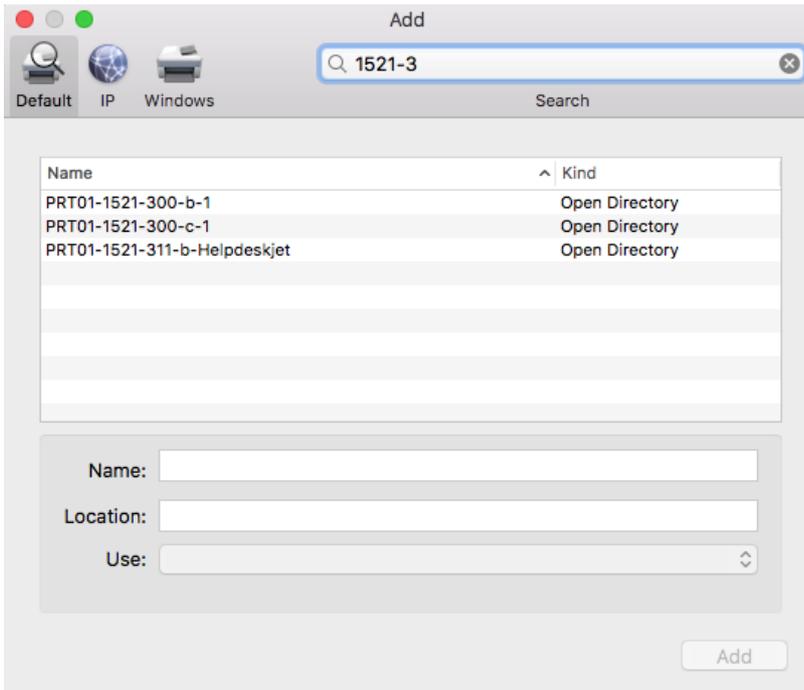
Click +



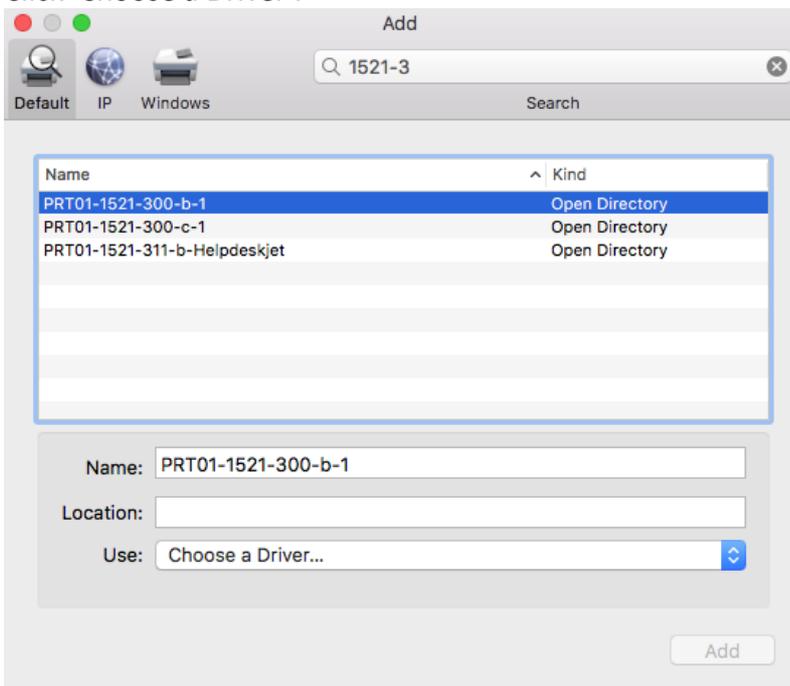
You will get a list of **all** the printers on the AUs print server.



The list is very long, so instead of scrolling it, you may choose to write (part of) the printer name in the search field.



Make your choice.
Click 'Choose a Driver'.



You **may** choose 'Generic PostScript Printer'; but this will only give the more basic functionality of the printer.

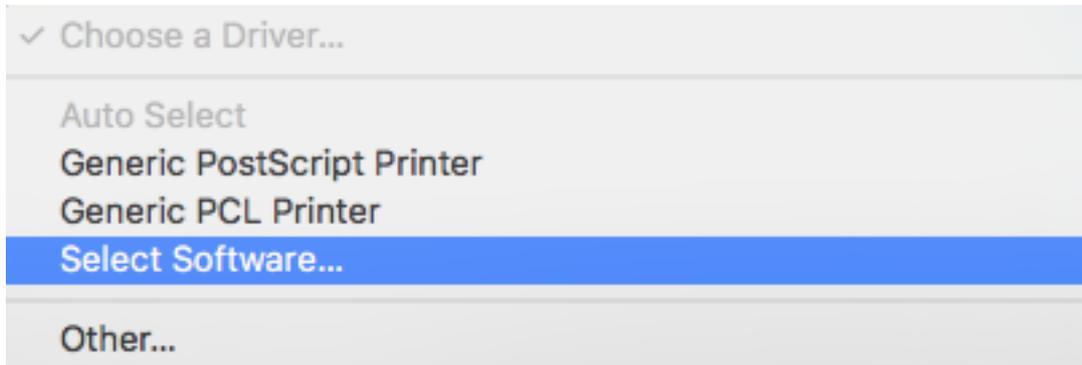
To have access to all features, you will need to, choose 'Select software'.

This will only help, if the correct drivers are already installed.

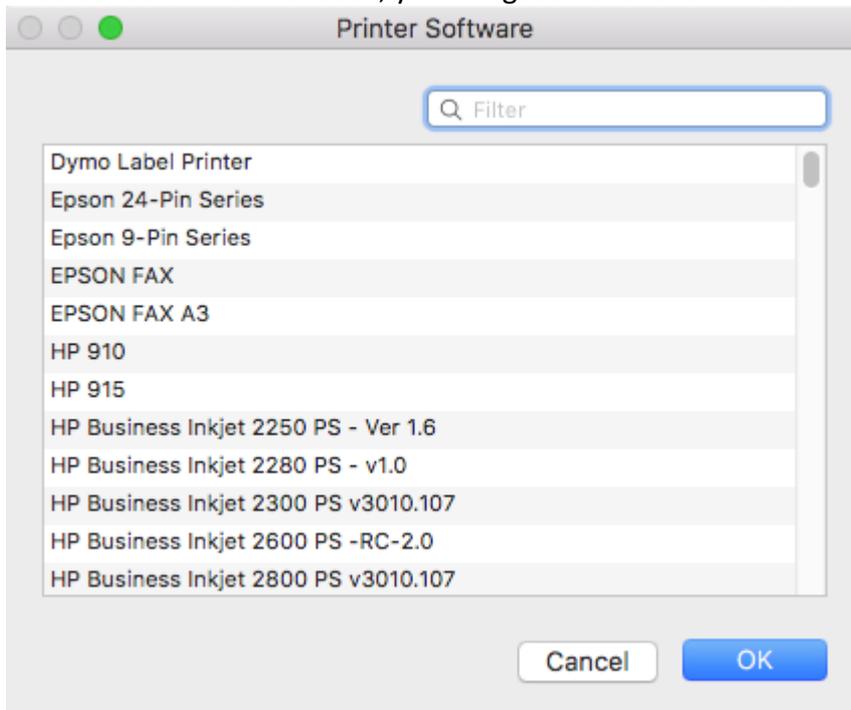
In most cases, HP and Xerox drivers are installed.

Otherwise, you will need to download and install them (from the homepage of the manufacturer), after this, restart the computer.

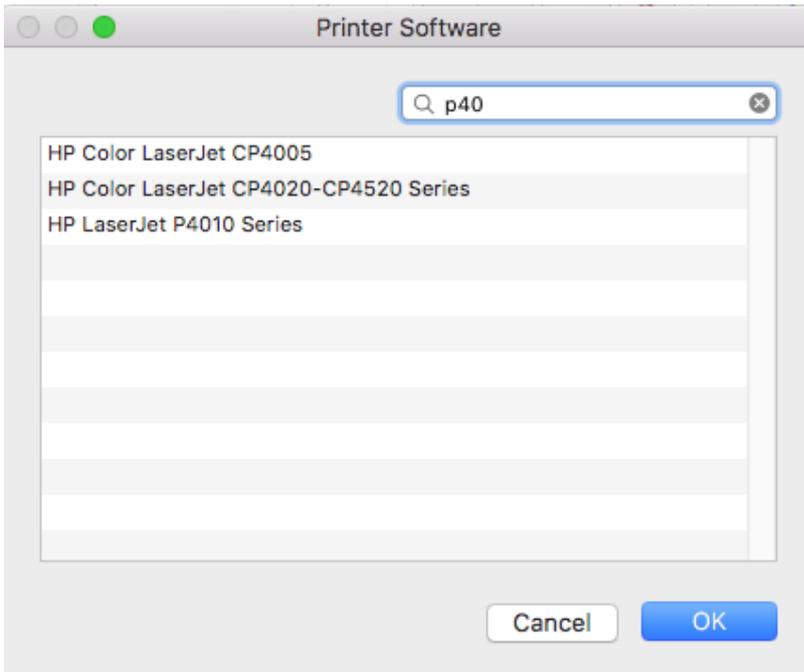
You cannot choose another driver, when the printer has been installed – in that case, you will need to delete the printer and run the setup again.



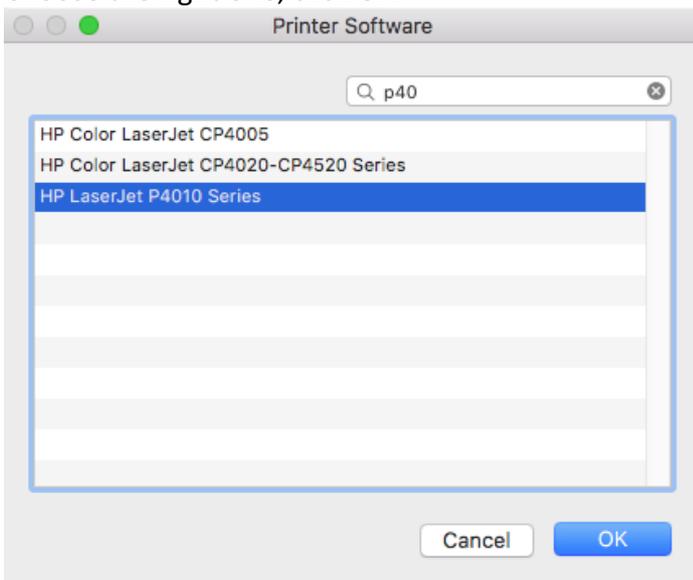
If 'Select Software' is chosen, you will get a list of the drivers available.



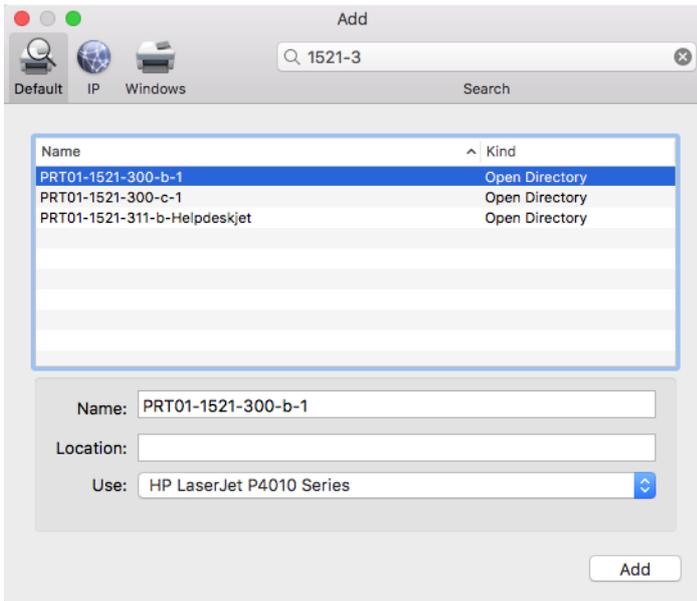
This may also be quite long, so you may wish to search for (part of) the printer model. In this example, I know this printer is part of the HP LaserJet P4010 series.



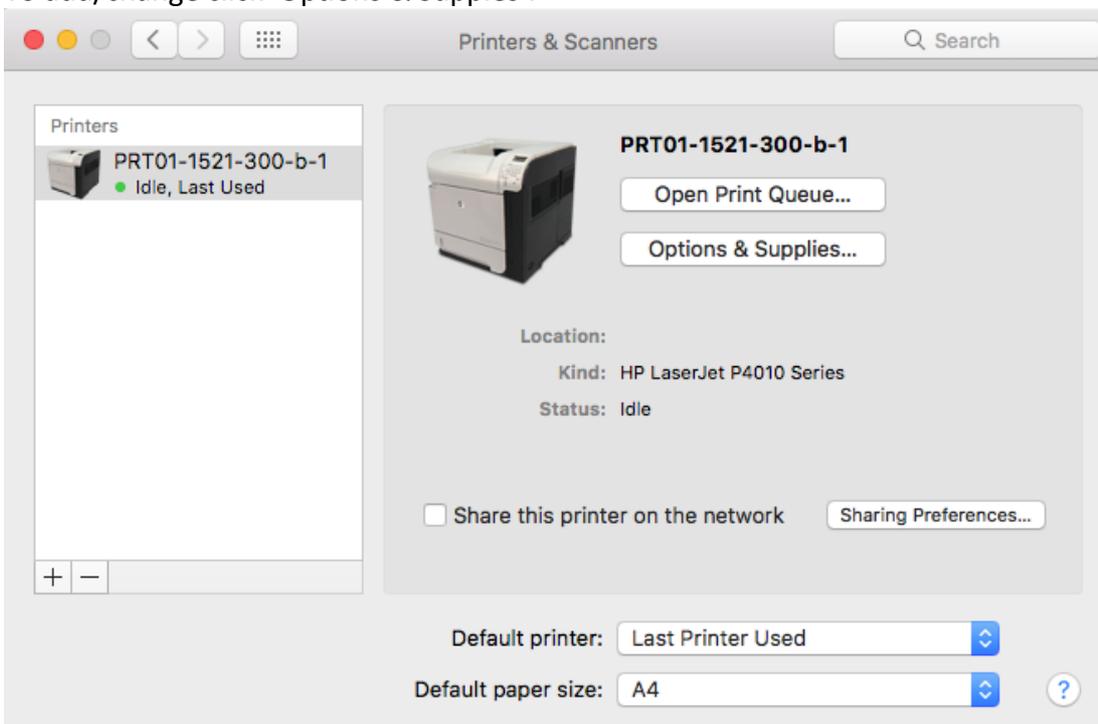
Choose the right one, click OK.



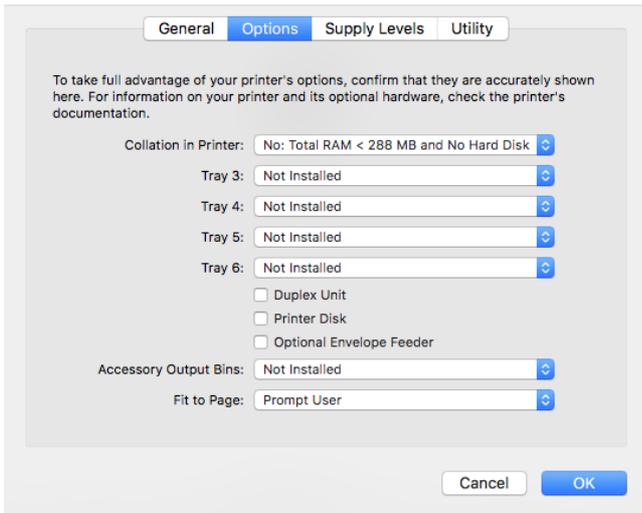
Now, the correct driver is used. Click Add



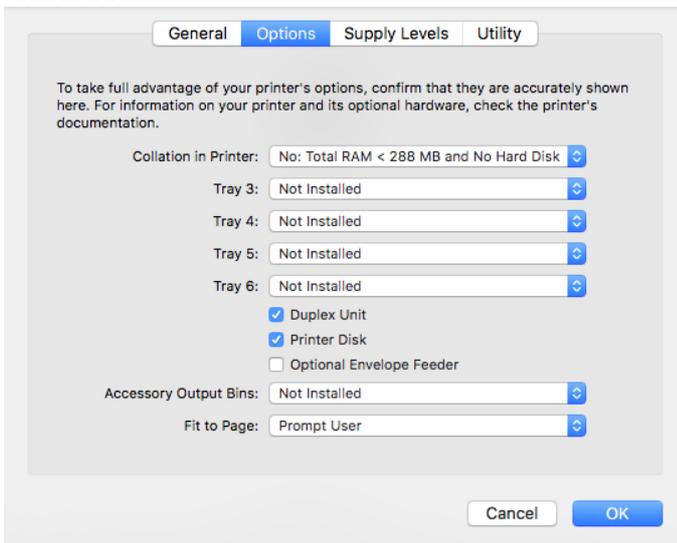
Your Mac will work a little, and the printer will appear in the list. Not everything is necessarily ready, though. Some printers will need to have additional features activated first. Typically, this could be additional paper trays, duplex units, built-in hard drive etc. To add/change click 'Options & Supplies'.



Choose Options.



Here, Duplex Unit and Printer Disk are added.
Click OK.



Now, the printer is ready.