How to install LIBRBW, Library black & white printer – MAC OS X 10.7+

Before installing the printer, check your laptop for the following:

a) The laptop is using Mac OS X 10.7 or newer. Click the Apple menu and select About This Mac to check the version of OS X.

b) The laptop is connected to the UVic wireless network (UVic Start, eduroam, etc. will not work).

c) Check which connection the laptop is using by clicking on the wi-fi symbol in the menu bar at the top of the screen.

PaperCut software is installed, and the user is signed in with their Netlink credentials.

   i. To check if PaperCut has been installed, open Finder and click on Applications; scroll through to find the PCClient PaperCut app: it may be listed as PCClient, or PaperCut.
Set up the Library Black & White Printer, LIBRBW:

Part 1: Adding the Printer

Click the **Apple** menu, select **System Preferences** and select **Printers & Scanners**;

1. Select the + sign to **add a printer**;
2. Hold Ctrl and click a blank grey area of the Add Printer box;
3. Select Customize Toolbar;

4. Select the Advanced icon, and drag it onto a blank area at the top of the Add Printer box, then click Done.

5. Select the newly-added Advanced button and wait until it finishes “searching for printers”;
6. In the Type field, select **Windows printer via spoolss** from the drop-down menu

7. Enter the information into the listed fields:
   - URL: `smb://papercut/LIBRBW`
   - Name: **LIBRBW**
   - Location: **Library**

8. Click in the field to open the drop-down menu, and select the driver **Generic Postscript Printer**

9. Click **Add**;

10. If prompted, check the box next to **Duplex Printing Unit**, and click **Continue**.
Part 2: finalizing and confirming the printer:

11. Send a file to print, making sure LIBRBW is selected as the printer;

12. If prompted, enter the following information into the Name/Password popup:
   - Name: User Netlink ID
   - Password: User Netlink password

13. Check the box marked “Remember this password in my keychain,” and click OK.

Your laptop is now configured to print to LIBRBW, the black and white print queue in the UVic McPherson Library – Mearns Centre for Learning.

Optional: Install colour and legal/ledger printer:

To add the colour printer and the Music & Media printer: Repeat steps 5-13, above, replacing the printer URL and Name sections with the appropriate printer:

- Colour ($0.40 per printed side, letter size only):
  - URL: smb://papercut/LIBRC
  - Name: LIBRC

- Music & Media (colour, $0.40 or $0.80 per printed side, legal and ledger size only):
  - URL: smb://papercut/LIBR_MM
  - Name: LIBR_MM