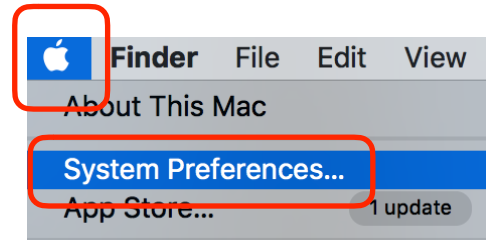
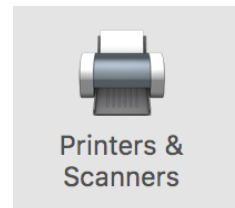


## How To Add The Student Global Print Queue To Your Mac

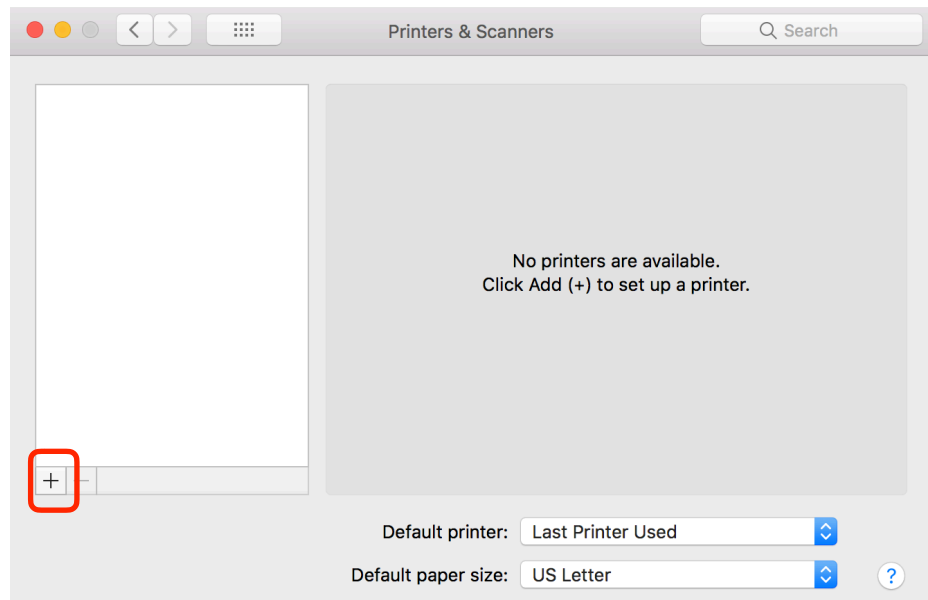
1. Click on the Apple Menu in the upper left corner, then on System Preferences



2. Now click on Printers and Scanners



3. Click the plus sign to add the printer queue



4. Fill out the following fields:

Address: **yourusername@prntserv01** (Note, yourusername means your Capital username)

Change the Protocol to **Line Printer Daemon - LPD**

Queue: **global-bw-hold**

Name- **Cap Student BW Hold Queue**

The screenshot shows the 'Add' printer configuration window on a Mac. The window title is 'Add'. At the top, there are three tabs: 'Default', 'IP', and 'Windows', with 'IP' selected. A search bar is located at the top right. The main content area is divided into two sections. The first section contains the following fields: 'Address:' with the value 'yourusername@prntserv01' and a note 'Valid and complete host name or address.'; 'Protocol:' with a dropdown menu showing 'Line Printer Daemon - LPD'; and 'Queue:' with the value 'global-bw-hold' and a note 'Leave blank for default queue.'. The second section contains: 'Name:' with the value 'Cap Student BW Hold Queue'; 'Location:' with an empty text field; and 'Use:' with a dropdown menu showing 'Generic PostScript Printer' and a note 'The selected printer software isn't from the manufacturer and may not let you use all the features of your printer.'. At the bottom right, there is an 'Add' button highlighted with a red rectangle.

Note- You can also use these directions to configure your Mac to go to the color queue. To do this, follow everything that is above, but take out “bw”, and put “color” in it’s place.

5. Click Add, and you’re done.