Capital University
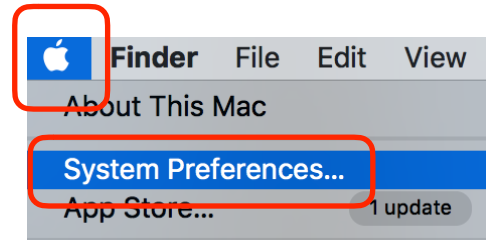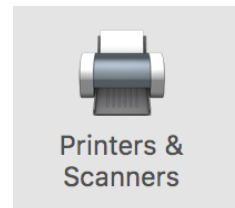
How To Add The Student Global Print Queue To Your Mac
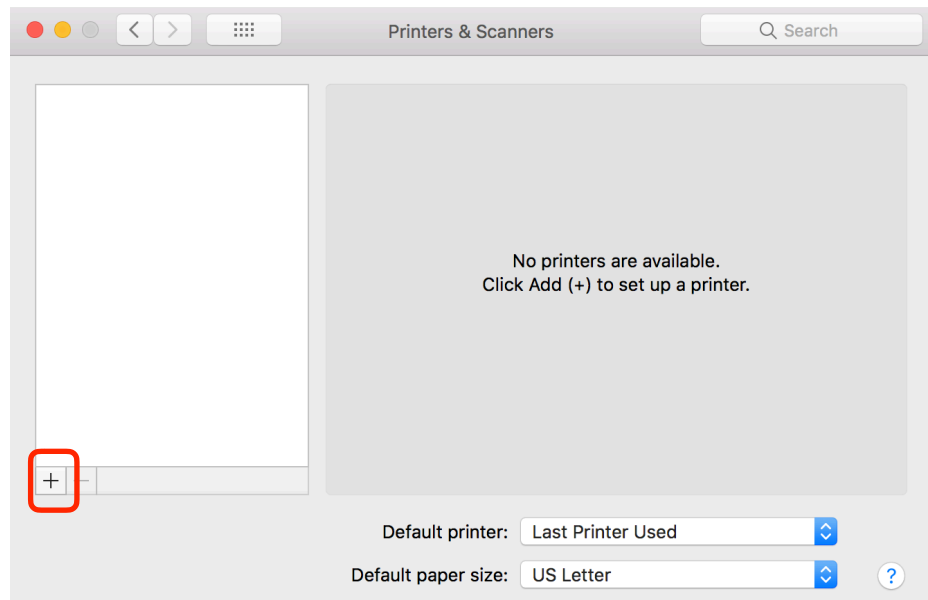
1. Click on the Apple Menu in the upper left corner, then on System Preferences

   🍎 **Finder** File Edit View
   About This Mac
   System Preferences...
   App Store...   1 update

2. Now click on Printers and Scanners

   Printers & Scanners

3. Click the plus sign to add the printer queue

   ● ● ● ‹ › ⠿   Printers & Scanners   🔍 Search

   No printers are available.
   Click Add (+) to set up a printer.

   + —

   Default printer: Last Printer Used
   Default paper size: US Letter   ?

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**

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.