## Mac OS X Printer Migration Steps

## 1. Open System Preferences



2. Select Printer & Scan - Name may change based on version of OS X, but is on the second row of the list of options 2nd to the right in most cases.



000	Printers & Scanners
Show All	Q
Printers laser15	laser15
laser16 • Idle	Open Print Queue
	Options & Supplies
	Location:
	Kind: Generic PostScript Printer
	Status: Idle
+ -	Share this printer on the network Sharing Preferences
	Default printer: Last Printer Used 💠
	Default paper size: US Letter + ?

- **3.** Remove old Astronomy Printers Any public printers that we manage have been setup on the new print server. These include laser4, laser5, laser15, laser13, dw, etc. To do this, select the printer in question and select the minus sign under the list of printers on the left.
- 4. Once that is completed, click the addition sign (+) under the list to start the process of re-adding your printers on the new server.
- 5. Click on the IP tab.

000	Add
Default IP	Windows Advanced Search
Address:	Enter host name or IP address.
Protocol:	Internet Printing Protocol – IPP ‡
Queue:	
	Leave blank for default queue.
Name:	No Selection
Location:	No Selection

6. Input the following for your select printer, this is the example for dw (use lowercase for all printers):

Address: services.as.utexas.edu Protocol: Internet Printing Protocol - IPP Queue: printers/printer\_name Name: printer\_name Location: optional, for reference only Use: Generic PostScript Printer

000	Add	
Default IP	Windows Advanced Search	
Delault	windows Advanced Search	
Address:	services.as.utexas.edu	
	Valid and complete host name or address.	
Protocol:	Internet Printing Protocol – IPP 💠	
Oueue:	printers/dw	
2	Leave blank for default queue	
	Leave blank for behavit queue.	
Name:	dw	
Location	PLM 16 204	
Location.	KEM 18.504	
Use:	Generic PostScript Printer \$	
	The selected printer software isn't from the manufacturer and may not let you use all the features of your printer.	
	Add	

7. Click Add in the lower right-hand corner.

8. Click the check box for Duplex Printing Unit - If your printer is a Duplex Unit, you must check this box to use it. dw, laser4, laser5 and laser15 have duplexers.

000	Add			
Default IP	Windows Advanced Search			
Setting up 'dw' Make sure your printer's options are accurately shown here so you can take full advantage of them.				
Duplex Printing Unit				
Coreve:	Leave blank for default queue.			
Name:	dw			
Location:	RLM 16.304			
Use:	Ceneric PostScript Printer			

9. Click OK. Your printer is now ready for use.

## 10. Repeat for all your printers.

Public Printers that are available:

dw - duplex color printer in RLM 16.304 laser13 - duplex black & white printer in RLM 13.122 laser15 - duplex black & white printer in RLM 15.210 laser16 - duplex print job load balancer class that uses laser4 and laser5 laser4 - duplex black & white printer in RLM 16.304 laser5 - duplex black & white printer in RLM 16.304

Recommended: laser16 and dw

**11. Set default printer to your favorite black & white printer.** Right click on the printer of your choice and select Set default printer.

000	Printers & Scanners		
Show All	Q		
Printers dw Idle laser16 e Idle Default Rename printer Set default printer Reset printing system	laser16 Open Print Queue Options & Supplies Location: Kind: Generic PostScript Printer Status: Idle		
<ul> <li>□ Share this printer on the network Sharing Preferences</li> <li>+ -</li> </ul>			
Defa	Default printer: laser16 \$		