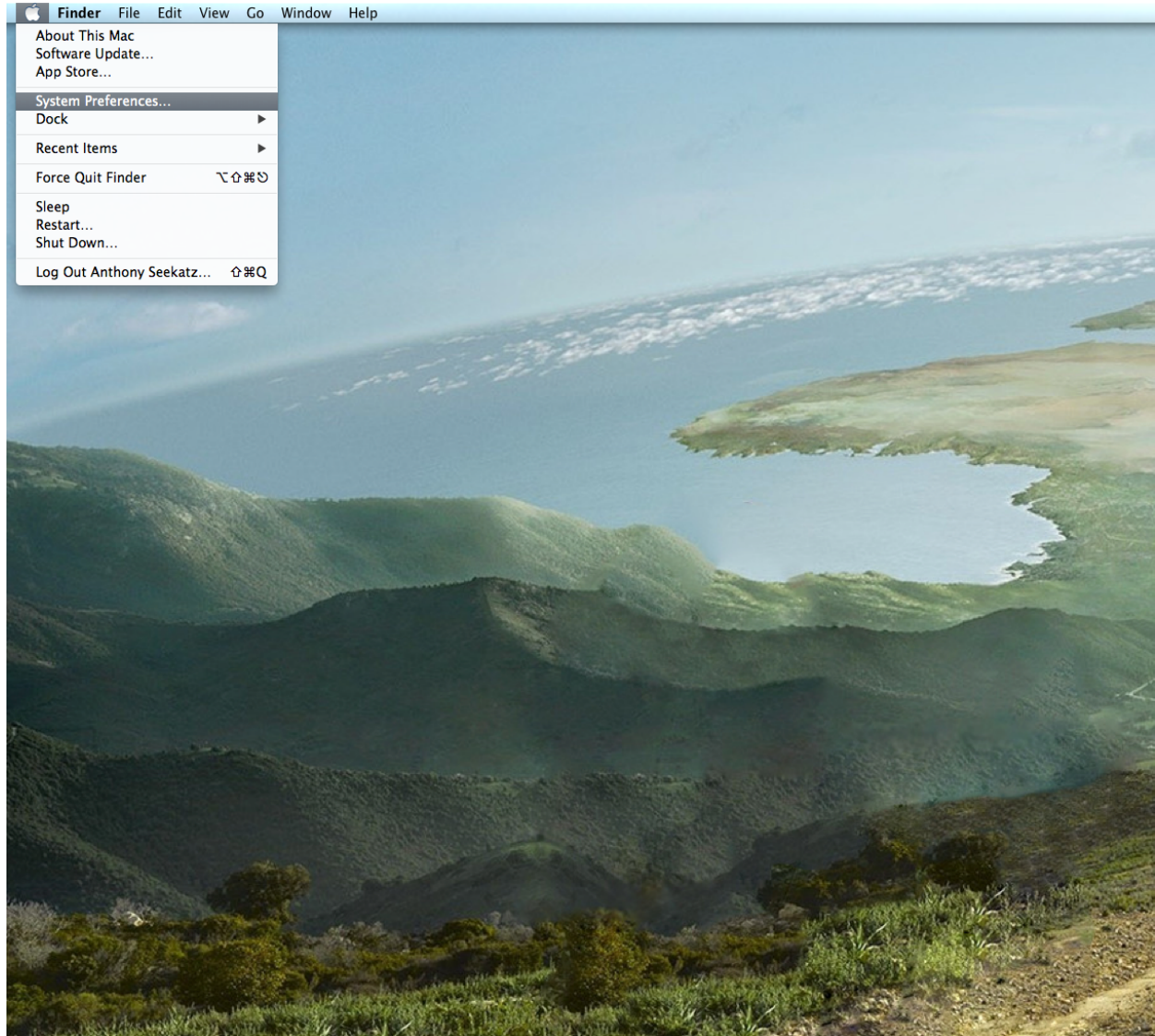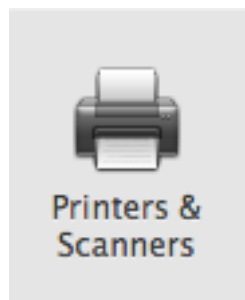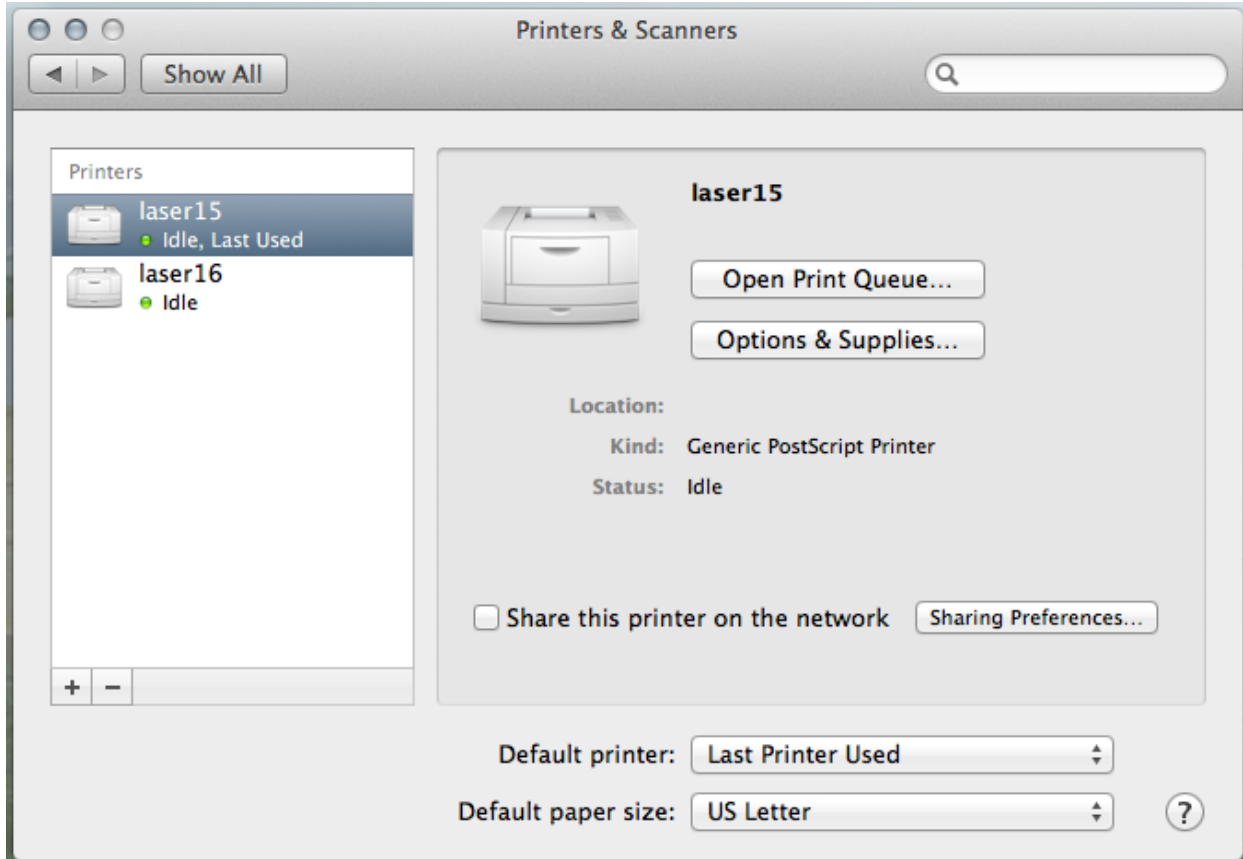# Mac OS X Printer Migration Steps

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.

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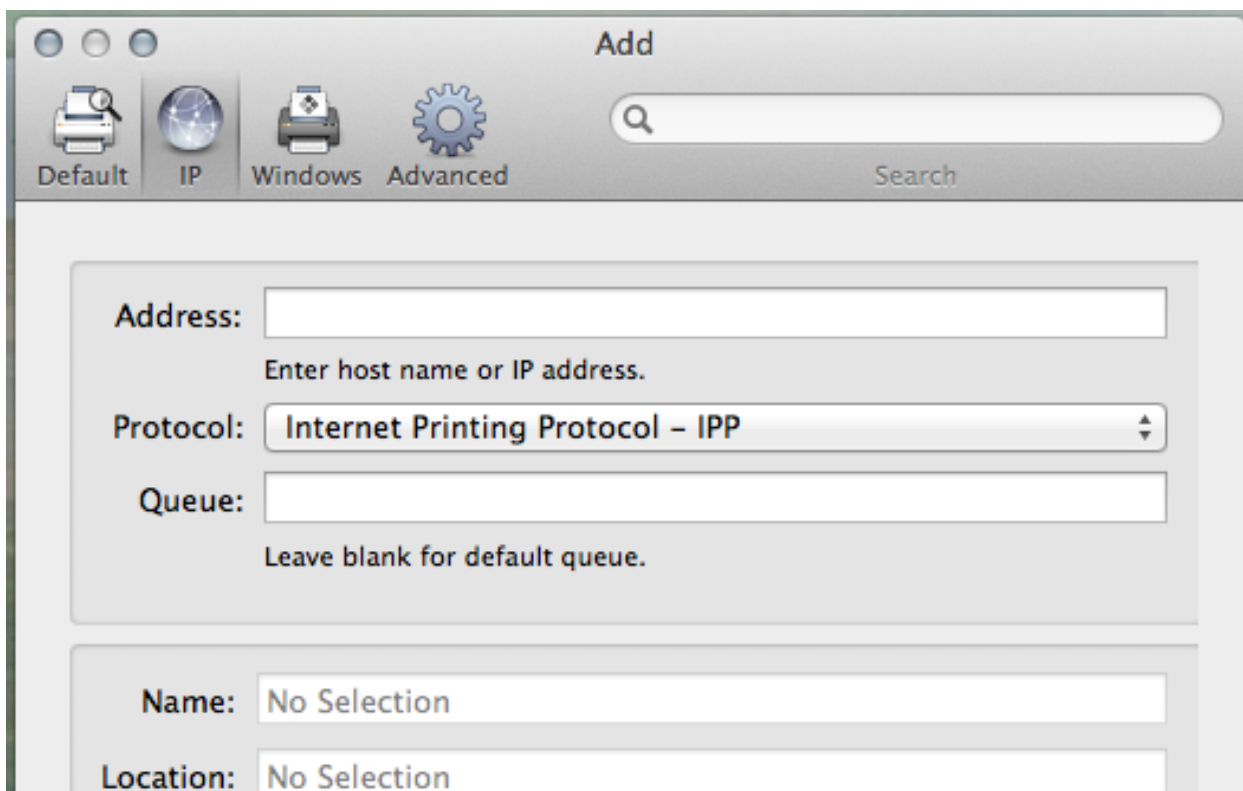
6. **Input the following for your select printer, this is the example for dw (use lowercase for all printers):**

   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

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.
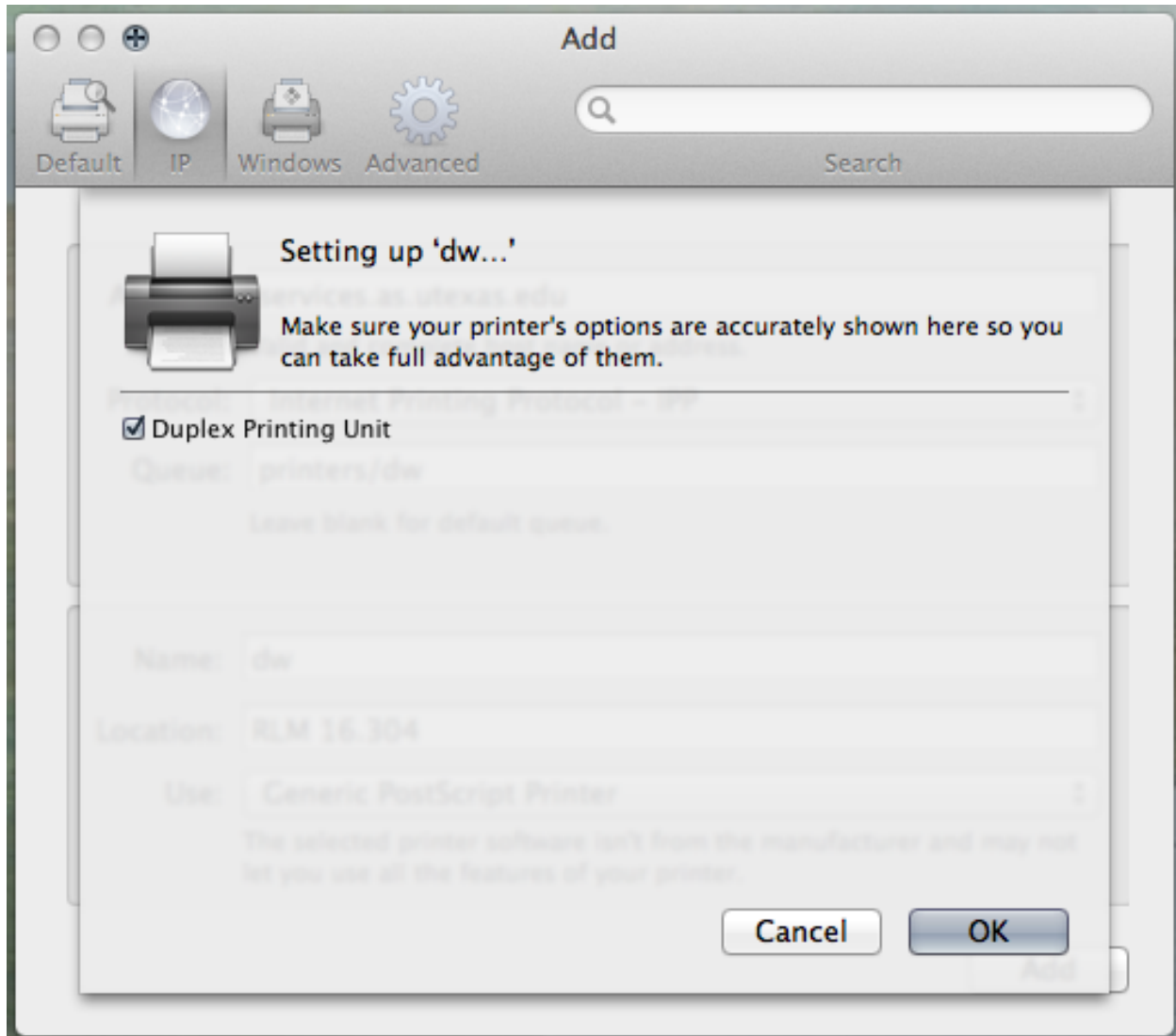
9. **Click OK.** Your printer is now ready for use.
10. **Repeat for all your printers.**

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.