To install a campus printer (not in the library) on your Mac
1. Go to the Apple menu and select System Preferences
2. Select Printers & Scanners
3. Click the plus (+) button at the bottom right of the list of printers
4. If the Advanced icon (looks like a gear) is already in the toolbar, go to Step 8
5. Hold down Control on the keyboard and click on the toolbar (where it says Add)
6. Select Customize Toolbar
7. Click and drag the Advanced icon into the toolbar, then click Done
8. Click the Advanced icon in the toolbar
9. Change Type to Windows printer via spools
10. Change Device to Another Device
11. Enter the URL of the printer you are setting up:

   smb://labserv/PRINTER_NAME_HERE

Printer names include:
GLAT011LAB4015-PCL
GLAT014LAB4015-PCL
GLAT201LAB4015-PCL
MCCREARY204LAB4515N-PCL
PLANKLAB4515N-PCL
WESTDIGITALP3015-PCL

12. Enter the Name of the printer you want to use
13. Change Use to Select printer software...
14. In the Printer Software window, find and select HP LASERJET SERIES PCL 4/5
15. Click OK
16. Click Add

In order to print to the printer you installed, you must be logged into labserv
1. Go to Finder and click Go
2. Select Connect to Server...
3. Enter server address smb://labserv/
4. Login as a Registered User with your Gettysburg login credentials
   Name: Gettysburg\username (do not use the @gettysburg.edu only your cnav username)
   Password: Your Gettysburg password
*Note: If you click the option to Remember this password in my keychain you will need to update your Keychain password after updating your Gettysburg password every 6 months.

5. Select the DRIVERS folder as the volume to mount
6. Now you may send jobs to the printer