

## How to Add the Student Global Print Queue to your Laptop (MAC)

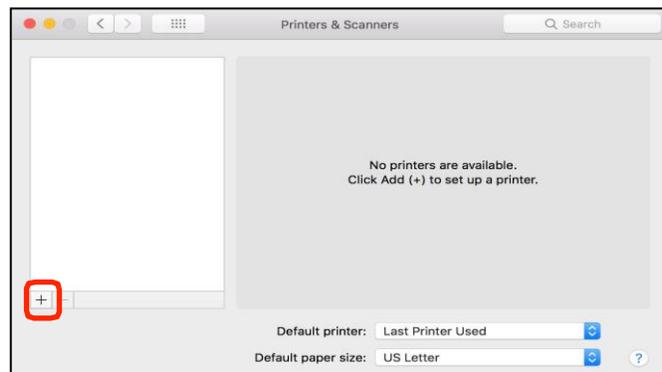
1. Click on the Apple icon menu, in the upper left corner, and select “**System Preferences**”.



2. In System Preferences, select “Printers and Scanners” icon.



3. In Printers & Scanners section, Click the plus (+) sign to add the printer queue



4. In the Add section, select the “IP” tab and fill out the following fields below:

- **Address:** **yourusername@prntserv01** (Note, “yourusername” means to enter your Capital username (username only.....not full email address))
- **Protocol:** Select the dropdown menu arrow and select: **Line Printer Daemon – LPD**
- **Queue:** **global-bw-hold**
- **Name:** **Cap Student BW Hold Queue**

Address: yourusername@prntserv01  
Valid and complete host name or address.

Protocol: Line Printer Daemon - LPD

Queue: global-bw-hold  
Leave blank for default queue.

Name: Cap Student BW Hold Queue

Location:

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

5. Click “Add: button

6. If prompted, select the box next to “**Duplex Printing Unit**” and select “OK” button.

a) Printer will then be added to your list of printers on your laptop.

7. Repeat steps above to add the “global-color-hold” printer queue on mac laptop.

Setting up 'cap student ...'

Make sure your printer's options are accurately shown here so you can take full advantage of them.

Duplex Printing Unit

Cancel OK

**How to Send/release print job from designated student printers (MAC)**

1. Once you have successfully added the “Global-BW-Hold” and “Global-Color-Hold” printer queue on your laptop (using the steps on the previous page), you can send your print jobs to the desired printer queue from your laptop.
2. Go to any designated Black & White and Color student MFP located in the following areas:
  - **2 printers in the annex computer lab**
    - (1) Black and White printer (sent to the Global BW queue)
    - (1) Color printer (sent to the Global Color queue)
  - **1 printer on the 4<sup>th</sup> floor library** (next to the circulation desk)
    - (1) Black and White printer (sent to the Global BW queue)
3. Swipe your Capital ID Badge over the card reader, located to the left of the touchscreen panel on the printer.
4. If prompted, enter your capital username only and password (same as email password) in order to associate your credentials to your ID badge, and press the “Save” button. **This is a 1-time process.**
  - a. You can also use the onscreen keyboard and press the “Login” button.
  - b. After a few seconds, you will be logged in and will see your held items in the designated printer queue that you sent your print job to.
5. Select the desired print job(s) and select the “Print” button. Your print jobs will then process and print out.
  - a. After finishing, you can either swipe your badge again to “sign out” of the printer or press the “sign out” on the top of the screen.

If you come across any issues with releasing your print job(s) from the printers, please place a service ticket by emailing [IT@law.capital.edu](mailto:IT@law.capital.edu)