1. Gather the following information for the networked printer: server URL, queue name, printer location, and printer model information/features. Request this information from your system admin. If you cannot locate any of this information, please contact OIT support services at extension 5555, or visit the OIT website at oitconnect.utsa.edu. Use the OITConnect Portal to create an OIT Service request.

2. Click on the Apple logo in the top-left corner of the screen and go to System Preferences.
3. Click on "Printers & Scanners."
4. Click on the "+" symbol underneath the list of printers and select "Add Printer or Scanner..." in the menu that appears.
5. An "Add" window will appear. If there is **not** already an "Advanced" button in its toolbar (on top alongside "Default", "Fax", "IP", etc.), you'll need to customize the toolbar. Hold the “control” button on the keyboard while clicking on the toolbar area and select "Customize Toolbar..."
6. Drag the "Advanced" item up onto the toolbar and click "Done."

![Drag your favorite items into the toolbar...]

7. Click on the "Advanced" button. Then enter/select the following:
   - Type: "Windows printer via spoolss"
   - Device: "Another Device"
   - URL: `smb://<insert print server URL here>/<insert queue name here>`
   - Name: enter a descriptive name here (suggestion: include the queue name so that Technology Services at FAA can help troubleshoot later, if necessary)
   - Location: enter the location for your reference
8. Click "Add."

9. Configure the appropriate installed options for the printer, then click "OK."

10. The first time you print, you will typically be prompted to authenticate with your Active Directory (AD) credentials. Please enter UTSARR\UTSAID and your active passphrase. You may save your credentials in your Keychain by first checking the appropriate box in the authentication window.