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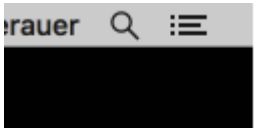
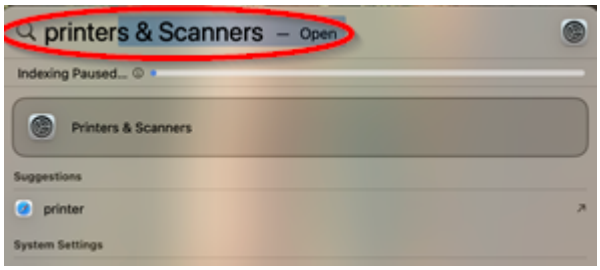
Adding a Network Printer on MacOS

Adrian Ulsted - 2025-07-02 - Comments (0) - Mac

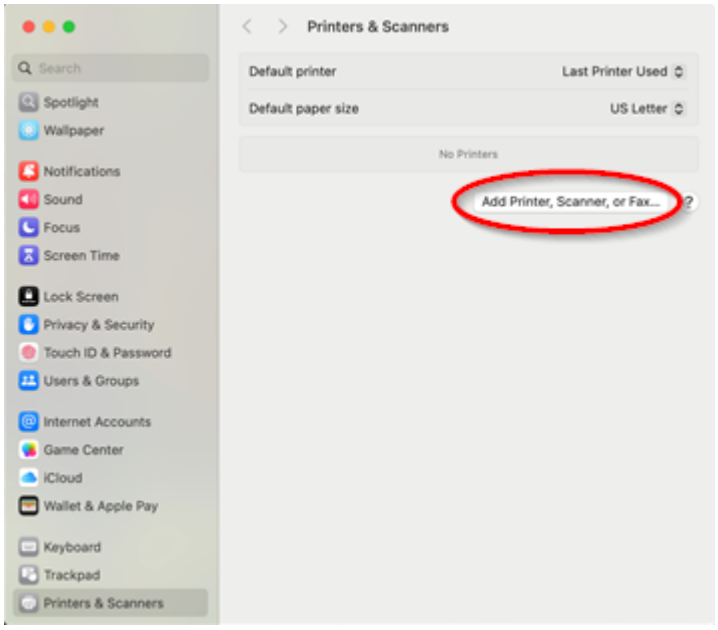
In the top right corner of your **Mac**, there is a **magnifying glass** symbol.



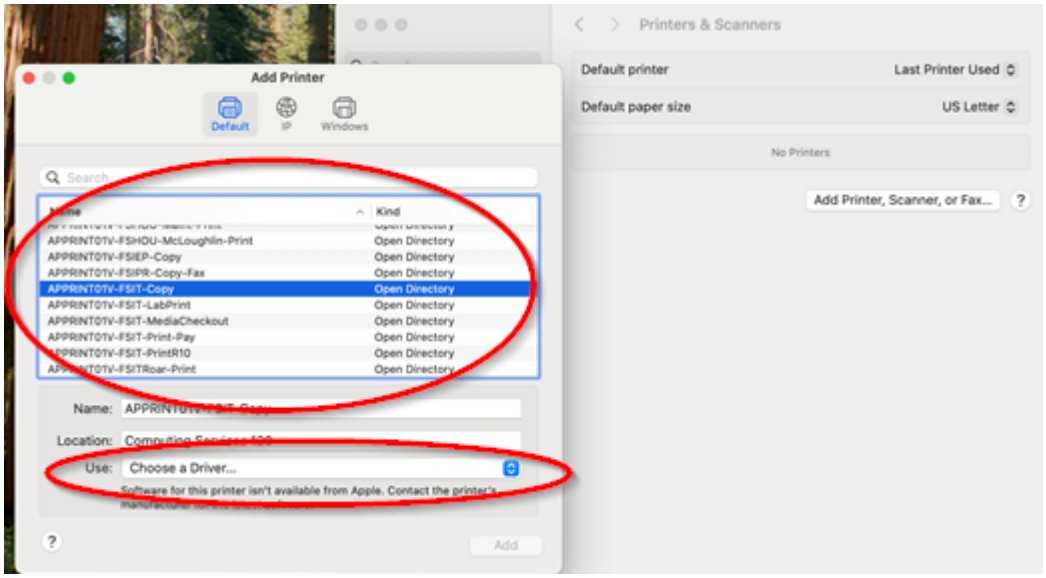
Clicking that will launch **Spotlight**. Start typing "**Printers & Scanners**" and launch the top result (double-click or hit return/enter). You can also access the **Spotlight Search** by using the "**Command**" + "**Spacebar**".

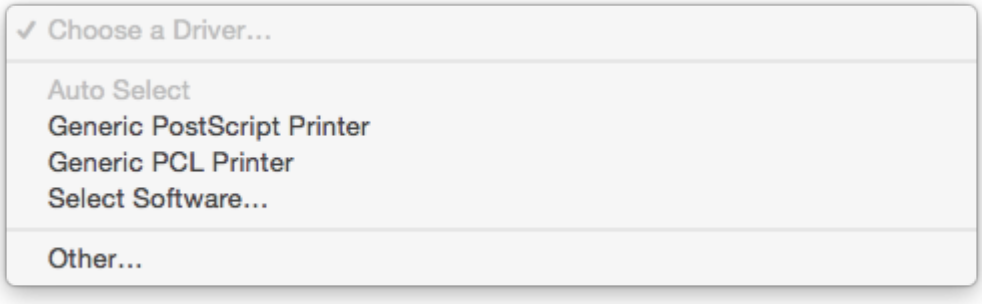


In the **Printers & Scanners** window, click on the "**Add Printer, Scanner, or Fax**" button on the right.

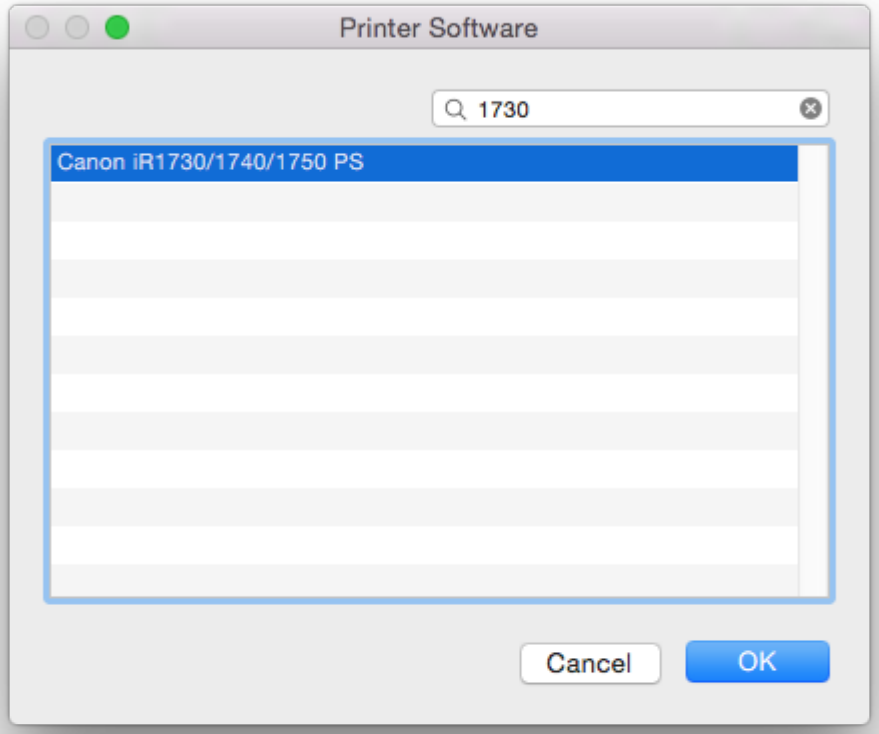


This will bring up the dialogue to **Add Printer**. Start typing the name of the printer in the search bar at the top or find it in the list. The list of available printers will shorten as you type. Once you see the one you want, click on it once to highlight it. Information below will update, but you'll have to choose a driver from the dropdown. Click on the dropdown and Select "**Select Software...**"





From there you can type the **model number** of your printer into the search field until it your printer driver comes up. Select it, click **OK**, click **Add** and you should have a printer. :)



If you experience any difficulties installing the printer of your choice, or if you have difficulties printing from your new selection, feel free to contact your Computing Coordinator, we are here to help.