## Southern OREGON

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Adding a network Printer to Mac

Karen Ranum - 2025-06-06 - Comments (0) - Mac

- 1. Click on the apple in the top left corner and select "System Preferences"
- 2. Select " Printers & Scanners"



3. The Printers & Scanners window may be locked, to unlock, click the lock and enter your credentials.



4. Click "Add a Printer" by selecting the plus sign at the bottom of the window.



5. After the new window opens, control + click on the top of the new window and select "Customize Toolbar"



6. Drag the Advanced toolbar to the open space on the "Add Printer" window.

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	Win	dows	Advanced	IP	Default	Search	Space	Elexible Space
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	Win	idows drag the	Advanced	IP t into the	Default	Search	Space	Flexible Space
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7. Click on the Advanced toolbar and wait for the Searching for Printers message to complete.

8. Enter fields as shown:

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Default	IP	Windows	Advanced	Search		
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	Name	e:				
L	ocatio	n:				
	Use	e 🗸 Choos	e a Driver			
		Auto S	elect			
		Select	Software	•		
		Other.				

- 9. Select the drop down arrow next to Use: and choose Select Software
- 10. Use the search box in the upper right to find the printer model.

11. Select Add in the bottom right of the window.