How to add a printer using Mac OS 10.5 (Leopard)

Open **System Preferences** from the Dock or from the Apple icon in the upper left corner of the menu bar. This window will open:

![System Preferences window](image1)

Click on the **Print & Fax** icon from the Hardware section and the Print & Fax window will open. To add a printer click on the “+” icon.

![Print & Fax window](image2)

Use the window below to add a printer. Click on the **IP globe icon** and…

![Add printer window](image3)
...complete these fields as follows for each corresponding printer:

**Leonardo** (room 411)
*Protocol*: HP Jetdirect – Socket (this remains the same for all printers at KCAD).
*Address*: Leonardo.kcad.edu
*Name*: Leonardo
*Location*: this can be left blank or you can enter the room number.
*Print Using*: Choose “Select a driver to use...” from the drop-down menu then scroll down and select Xerox DocuColor 242/252/260 (this driver must be selected manually).

After completing the necessary fields click the **add** button.

**Echo** (room 403)
*Protocol*: HP Jetdirect – Socket
*Address*: echo.KCAD.edu
*Name*: Echo
*Print Using*: Auto-select

You will then see this window appear as the printer is installed on your computer:
When the printer is successfully installed it will appear in the list of available printers.

Using Echo as a guide you can configure the following printers:

**Calypso** (room 411)  
*Protocol: HP Jetdirect – Socket*  
*Address: calypso.kcad.edu*  
*Name: Calypso*  
*Print Using: Auto-select*

**Poseidon** (room 522)  
*Protocol: HP Jetdirect – Socket*  
*Address: Poseidon.kcad.edu*  
*Name: Poseidon*  
*Print Using: Auto-select*

**Demeter** (room 527)  
*Protocol: HP Jetdirect – Socket*  
*Address: demeter.kcad.edu*  
*Name: Demeter*  
*Print Using: Auto-select*

**Artemis** (room 526)  
*Protocol: HP Jetdirect – Socket*  
*Address: artemis.kcad.edu*  
*Name: Artemis*  
*Print Using: Auto-select*

**Donatello** (room 617)  
*Protocol: HP Jetdirect – Socket*  
*Address: 161.57.57.20*  
*Name: Donatello*  
*Print Using: Auto-select*

**Daedalus** (room 710)  
*Protocol: HP Jetdirect – Socket*  
*Address: daedalus.kcad.edu*  
*Name: Daedalus*  
*Print Using: Auto-select*