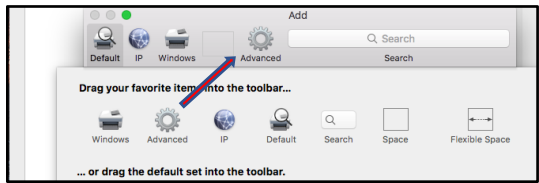
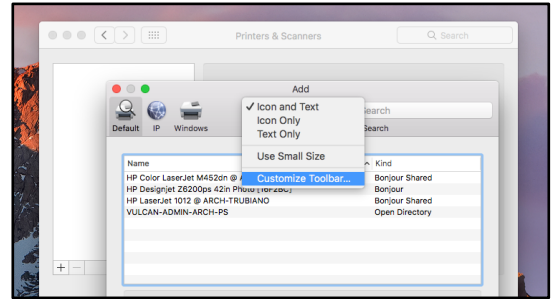


## Configuring Vulcan Networked Printers/Plotters on a Mac:

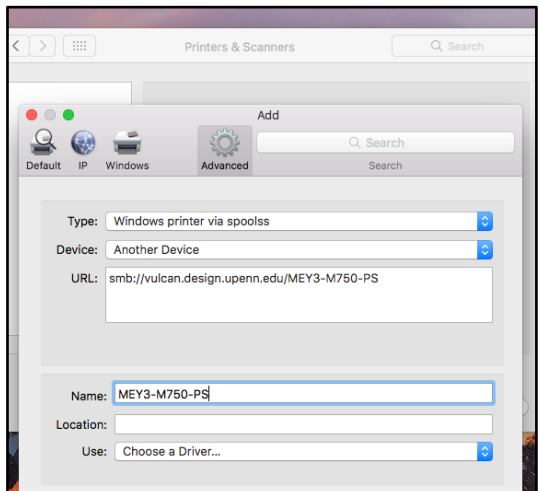
The print server vulcan.design.upenn.edu is a Windows print server, and will not load from a Mac the same way it does on a PC. Please use the following instructions to add a networked printer or plotter to your Mac.

- ✓ Before starting: note the **name** and the **model** of the printer you want to use, e.g. MEY3-M750-PS, an HP M750

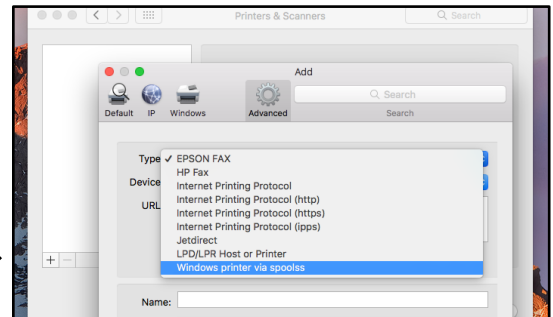
- 1) Navigate to System Preferences → Printers & Scanners
- 2) Click the + on the bottom left of the window to add a printer
- 3) Right-click on the toolbar and select “Customize Toolbar”



- 4) Drag the “Advanced” icon into the toolbar

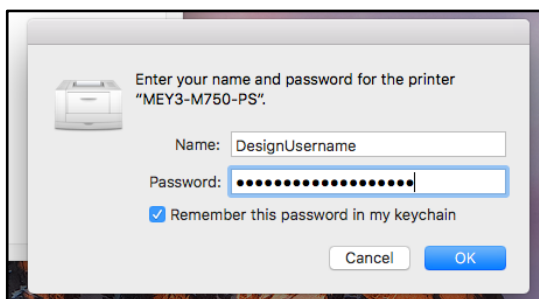


- 5) Under “Advanced”, select type “Windows printer...”

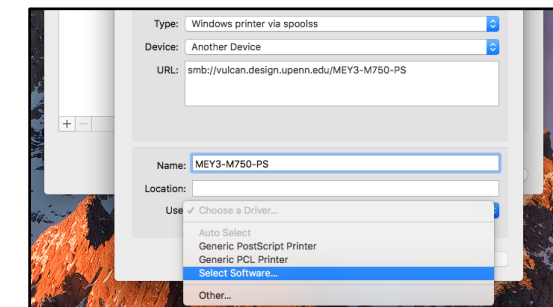


- 6) Add the printer by typing its full path and name as follows in the URL field:

smb://vulcan.design.upenn.edu/NAME (e.g. MEY3-M750-PS)



- 7) Choose a driver via “Use” → “Select Software”



- 8) Search for the printer model and add it – you may need to download drivers separately

- 9) The first time you print to the printer, you will be asked for your username and password – use your **Design username and password**

## Printer not connecting? Try this:

- ✓ Make sure you’re hard-wired into our network via Ethernet. Printers are not available over AirPennNet.
- ✓ Changed your Design password recently? An outdated saved password can block your print job. To fix this, open the application Keychain Access and delete any “vulcan” or printer saved password.
- ✓ Able to print, but not plot? Make sure 1) you’ve passed the plotting quiz, and 2) your studio isn’t on Tools Down.