From the Apple menu, select System Preferences

Click on Print & Scan

On the left side, click on the + to add a new printer

Select Add Printer or Scanner

What to do if you don’t see the Advanced icon in the toolbar…
Control+Click on the toolbar, and select Customize Toolbar. There you will see a row of icons. On the left side, click on the + to add a new printer. Drag Advanced up to the toolbar. Click on Done. Click on the Advanced icon in the toolbar.
Under Type, select Windows printer via spools

In the URL box, type smb://Vulcan.design.upenn.edu/QUEUE-NAME

Change the name to the QUEUE-NAME (this is only on the end-user’s machine… they can actually name it anything they want)

Under Use, click on Select Printer Software

In this example, the queue name is ADDM-7760GX
Click in the Filter field, and type in the model of the printer (Hint: it’s on the printer)

If, after you type in part or all of the model name, it’s blank… you didn’t install the drivers for the printer. Go back, follow the directions, and actually install the drivers this time.

If the driver is installed (and with the installers that manufacturers provide, you cannot install it incorrectly), the correct driver will show up! Select it. Click OK.

This will return you to the nifty Add window. Click OK. Depending on the printer, you may get another window that shows special options. Select the options that are installed (check the printer on our website to see which options have been installed). Click OK.

Now you see the printer installed! Congratulations, you’re now ready to print.

Printing

Do not worry about Kerberos tickets, nor the ticket viewer. In fact, for now, just forget that they exist at all.

When you print to the new printer you created, you’ll be prompted for your username and password.

For the Username, enter design.upenn.edu\username

Example: If your username is “hithere”, you would enter design.upenn.edu\hithere

For the password, enter your Design account password.

Click OK.