PennDesign IT Services – 319 Meyerson Hall – ithelp@design.upenn.edu

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 \rightarrow 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"



Windows Advanced Search Drag your favorite item into the toolbar Image: Construction of the toolbar Image: Construction of the toolbar Windows Advanced Image: Construction of the toolbar Image: Construction of the toolbar Windows Advanced Image: Construction of the toolbar Image: Construction of the toolbar Windows Advanced Image: Construction of the toolbar Image: Construction of the toolbar or drag the default set into the toolbar. Image: Construction of the toolbar.	4) Drag the "Advanced" icon into the toolbar ← Add <u>Search</u> Defail 19 Vindows Add <u>Search</u> Search
Image: Search Add Image: Search Image: Search Default IP Windows Advanced	5) Under "Advanced", select type "Windows printer"
Type: Windows printer via spoolss Image: Comparison of the spool of the sp	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)
Name: MEY3-M750-PS Location: Use: Choose a Driver	7) Choose a driver via "Use" → "Select Software" → "
Enter your name and password for the printer "MEY3-M750-PS". Name: DesignUsername Password: ••••••• Remember this password in my keychain Cancel OK	 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 An outdated saved password can block your print job.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.