Printing to Student Accessible Printers

Setup Instructions for Macintosh
Go to the Apple menu, then choose System Preferences. Click on Print and Scan.

Click on the + button below the printer list. In the “Add” window that comes up, look for Advanced in the toolbar with a gear icon.

If the “Advanced” gear icon does not appear
Right-click (or Control-click) on an empty part of the toolbar. Choose “Customize Toolbar”, and then drag the icon into the toolbar.

Setting up the Print Queue
Click on Advanced. Enter the following settings:
Type: “Windows” or “Windows printer via spools”

URL: should be of the form smb://printbod.wuad.washburn.edu/<printer>. The part after the last slash should be the name of the printer:

- MABPOOL: smb://printbod.wuad.washburn.edu/mabpool
- LLCSTUDENT: smb://printbod.wuad.washburn.edu/llcstudent
- WVSTUDENT: smb://printbod.wuad.washburn.edu/wvstudent

Name: set to the name of the printer, “LLCSTUDENT” or “WVSTUDENT”. This is what will show up in the print dialogs later.

Use: “Generic PostScript Printer”
Then click Add.

In a few seconds, a window will appear with a “Duplex” or “Duplex Printing Unit” checkbox. Click this to print on front and back, which uses less paper and is less expensive for you.
Entering your Username and Password
The first time you print, you’ll see a box asking for your WUAD username and password:

Enter your WUAD username as WUAD\username and then your password.

IMPORTANT: click the “Remember this password in my keychain” box or else you’ll have to enter your username and password again the next time you print.

Printing
When printing, choose the name of the printer you gave when setting it up. The printout will be available on the printer’s release station.