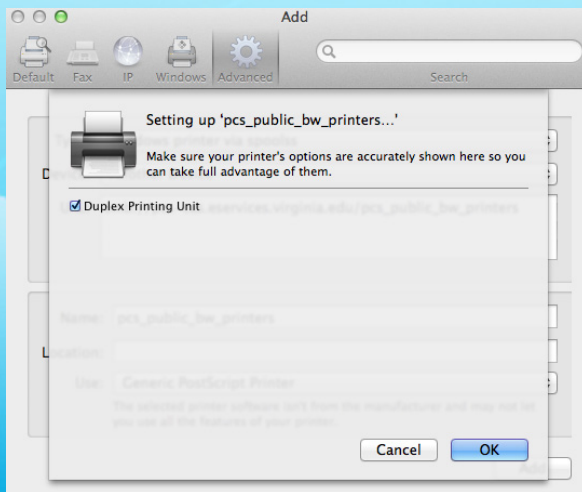
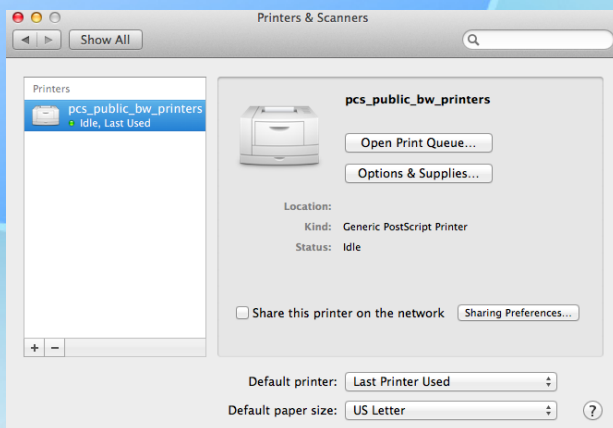


Check the box duplex printing unit, then click continue.



Repeat all of these steps to add color printers except you will need to change it from “bw” to “color” in the URL.

You are now finished. Select print, and choose a printer.



If you encounter any difficulty after final installation, call the ITS Help Desk and verify you can login to eservices. It is not a printer issue at this point.

ITS can be reached at 434-924-HELP.



MAC OS X



Instructions for loading public printer drivers

Copy Centers Locations:

In the UVA Bookstore, 434-924-0519

Chemistry Building room 401, 434-982-2098

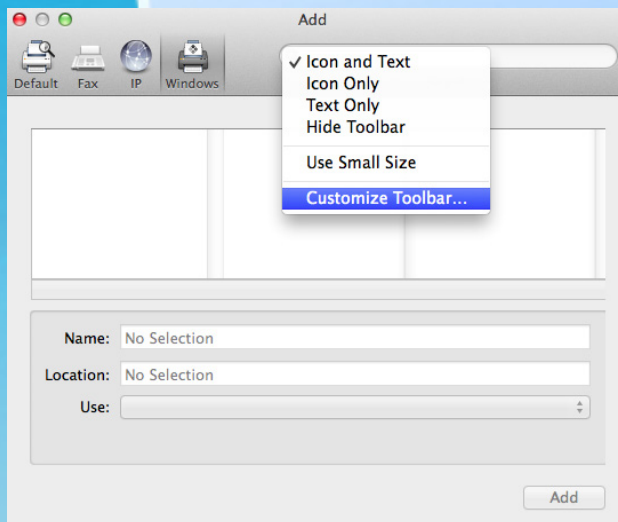
Hospital West room 1186, 434-924-5681

Old Ivy, our main office at 2474 Old Ivy Road, 434-924-3785

Open System Preferences and click on the printer icon. Once you have done this, on the next screen simply click the + symbol to add a printer.

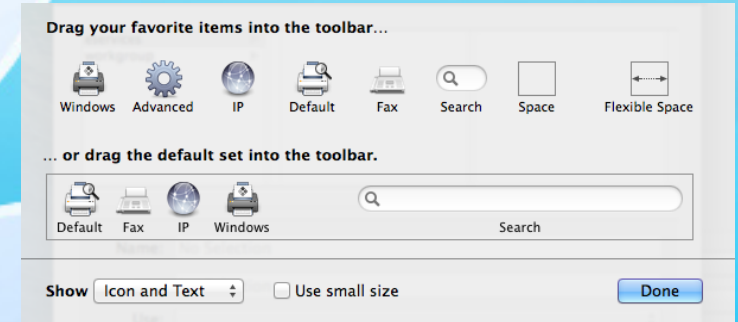


After clicking to add a printer, the following window will open. Right click to the right of the Windows icon on the toolbar (control & click if you can not right click)



As shown here choose Customize Toolbar...

Drag the advanced icon into the toolbar and click done. Once moved, click the advanced icon.



Choose Windows or Windows printer via spools depending on the version of OS X you are using. Then, as you see here, enter the URL exactly as it is in this example, name it, then select Generic PostScript Printer. Click add.

