Installing W. P. Carey graduate print queue on OS X

Open “System Preferences” and click on “Print & Fax”

Click on the + sign to add a new printer
Control + Click on an open area of the Toolbar and select “Customize Toolbar…”

Drag the “Advanced” icon to the toolbar
Click on the “Advanced” icon.
- Change the “Type” drop down to “Windows”
- Type “smb://wpcpapercut.wpcarey.ad.asu.edu/WPC_Grad” in the URL field
  - Note this is Case Sensitive
- Change text in the “Name” field to “WPC Grad Printers”
- Change the “Print Using:” dropdown menu to “Generic PostScript Printer”
- Click “Add”

Check the “Duplex Printing Unit” box and click “Continue”
You should now have a new printer installed on your machine.

Open a document and try printing to your newly installed printer.
If everything is working correctly you will receive a popup asking you for username and password. (If you don’t see this popup read the troubleshooting section to correct the issue.)

• Enter asuad\(your username) in the name field
• Enter your ASU password in the password field
• It’s best not to check the “Remember this Password” box until you have successfully printed once.
• Find a printer and release your print job.

Every time you print you will be asked for your username and password. You can save this information in your “keychain” by checking the “Remember this password” box. Just remember ASU will force you to change your password every 180 days. When this happen you will have to also change your password stored in keychain.
Troubleshooting

Many installs of OS X will have trouble connecting with newly install network printer for the first time. When this happen you will not see a popup asking you for your username and password. Instead you will see a printer icon in the dashboard and it may begin bouncing to get you attention.

- To fix this click on the printer icon in the Dashboard to open the print queue.

When the queue open you will see the print job waiting for authentication.
To force OS X to ask you for your username and password select the print job and click the “Resume” button.

You will them get a popup asking you for your username and password.
- Enter asuad\(your username) in the name field
- Enter your ASU password in the password field
- It’s best not to check the “Remember this Password” box until you have successfully printed once.

After doing this one once it should ask for your username and password every time without needing to resume the job.