

anngive-chester400-7 Printer

Department	Annual Giving
Location	Chester 101 Room 400
Queue Name	anngive-chester400-7
Printer Model	HP LaserJet P4010 Series

Connecting from Windows

1. Click your **Start** button.
2. In the **Search** box Type **\\swat-print** in the search box and press Enter. If prompted for credentials, enter GARNET\username in the username field, and your password.
3. Find the **printer queue name from the table above**.
4. Double-click on the printer (it will install automatically)

Connecting from macOS

1. Open **System Preferences**, select **Printing & Scanning**, and click the lock in the lower left corner to make changes.
2. Select the **+** (**plus sign**) to add a printer
3. Click the **IP** tab
4. In the Address field, type **swat-print**
5. For Protocol, choose **Line Printer Daemon - LPD**
6. In the **Queue** field, enter the **printer queue name from the table above**.
7. Under **Name**, copy and paste name from **Queue** field.
8. Under **Use**, select the option for **Select Printer Software...**, and search for **the printer model from the table above**.
9. Click **Add**. After you click Add, the Printer list window will reappear with the selected printer added to the list of printers.