

Question:

How do I add a printer to my Apple iMac or Mac laptop?

Answer:

Check to see if Self Service is on your Dock. It is the icon with the Green, Blue, Yellow, and Red colors.



If Self Service is not on your Dock, it should be located in the Applications folder on your hard drive (Macintosh HD). There are several ways to access this folder, but the quickest way is to hit

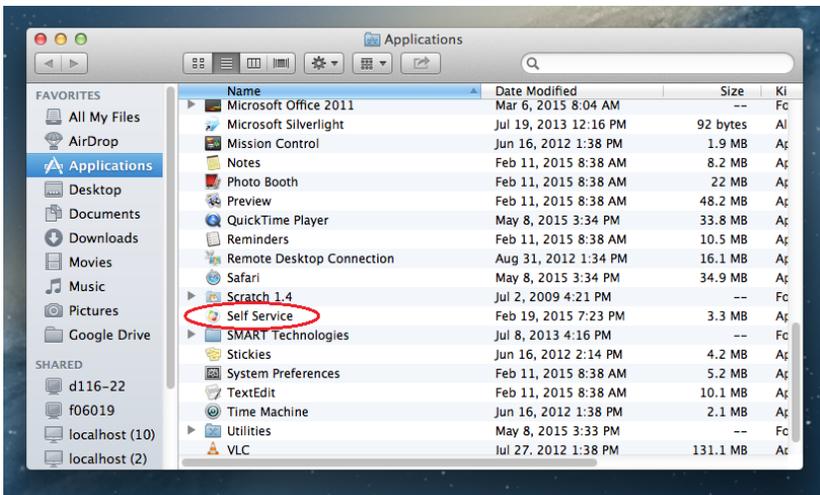


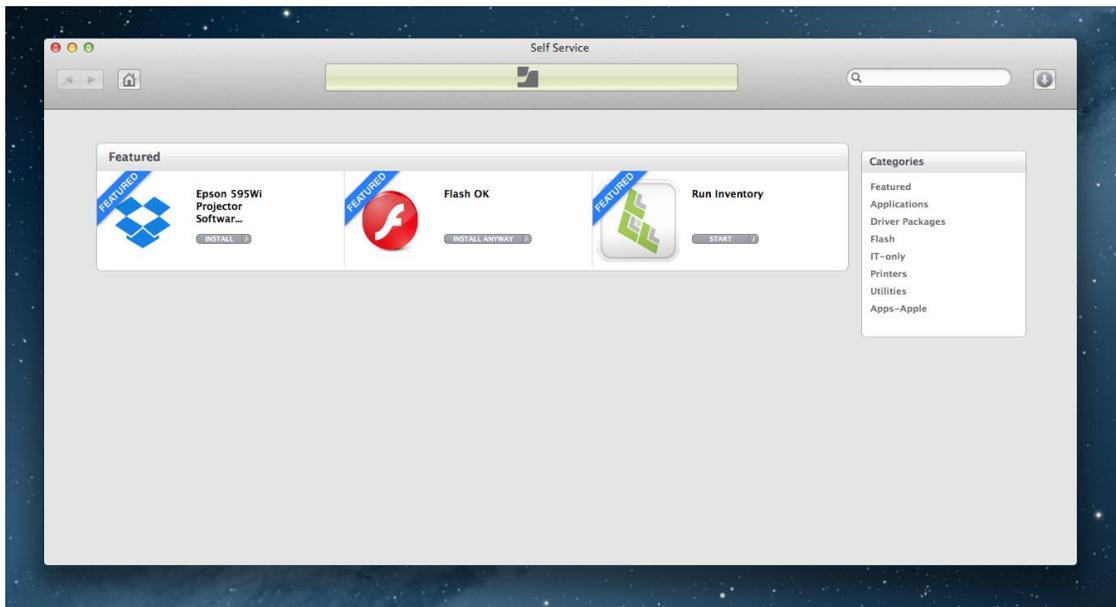
Shift-Command-A on the keyboard while in the Finder.

Also, Applications can be accessed while in the Finder by clicking on the Go menu, and then Applications.

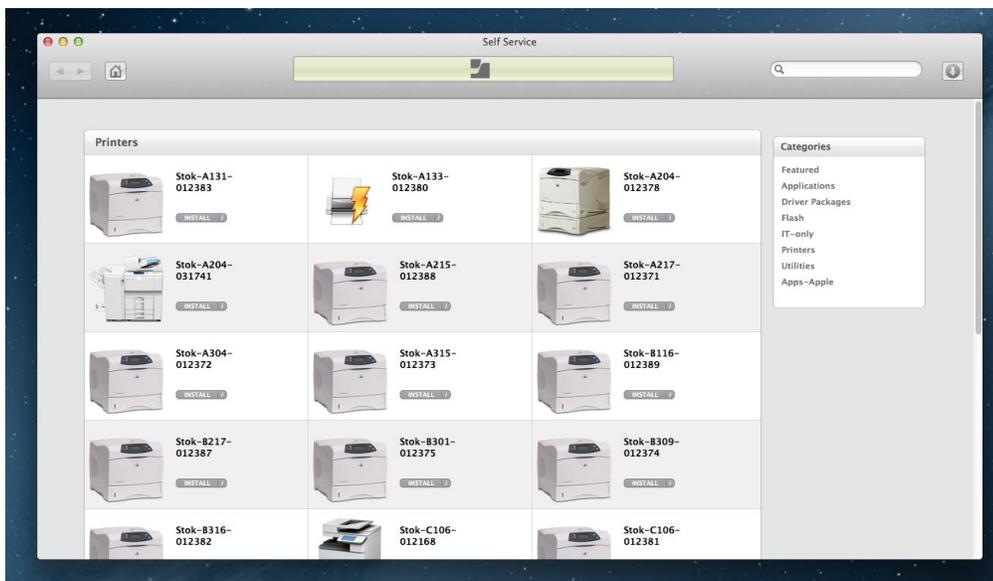


In the Applications folder, double-click the item named Self Service.

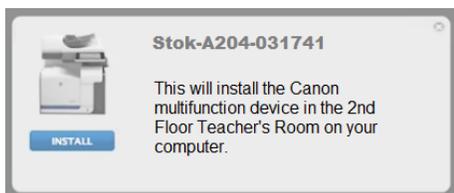




On the right hand side of the Self Service window, under Categories, click on Printers.



Now simply look for the printer you wish to add to your Mac and click on Install. A message box will appear and then you should click the button labeled INSTALL.



Note that most printers are named using the room number and Asset Tag, the six digit number (for example 031748) which should be found on a label, located somewhere on the device. After this process is complete the printer you installed will be accessible by any program on the computer. If your desired printer is not listed in Self Service, please submit a help request at helpdesk.lowell.k12.ma.us and a technician will install it for you, or it will be added to Self Service and you can install it yourself.