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.

0 0	🕅 Application	15	
		Q	
AVORITES	Name	 Date Modified 	Size K
All My Files	Microsoft Office 2011	Mar 6, 2015 8:04 AM	F
()	Microsoft Silverlight	Jul 19, 2013 12:16 PM	92 bytes A
Y AirDrop	Mission Control	Jun 16, 2012 1:38 PM	1.9 MB A
Applications	🧾 Notes	Feb 11, 2015 8:38 AM	8.2 MB A
Deskton	💭 Photo Booth	Feb 11, 2015 8:38 AM	22 MB A
Desktop	🙀 Preview	Feb 11, 2015 8:38 AM	48.2 MB A
Documents	QuickTime Player	May 8, 2015 3:34 PM	33.8 MB A
Downloads	Reminders	Feb 11, 2015 8:38 AM	10.5 MB A
Movies	Kemote Desktop Connection	Aug 31, 2012 1:34 PM	16.1 MB A
E Musia	🍥 Safari	May 8, 2015 3:34 PM	34.9 MB A
	Scratch 1.4	Jul 2, 2009 4:21 PM	F
Pictures	Self Service	Feb 19, 2015 7:23 PM	3.3 MB A
📄 Google Drive	SMART Technologies	Jul 8, 2013 4:16 PM	F
	🗐 Stickies	Jun 16, 2012 2:14 PM	4.2 MB A
HARED	System Preferences	Feb 11, 2015 8:38 AM	5.2 MB A
💭 d116-22	🐨 TextEdit	Feb 11, 2015 8:38 AM	10.1 MB A
🗐 f06019	Time Machine	Jun 16, 2012 1:38 PM	2.1 MB A
localhost (10)	Utilities	May 8, 2015 3:33 PM	F
localhect (2)	🔺 VLC	lul 27. 2012 1:38 PM	131.1 MB A

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	Featured			Categories	
	Epson 595Wi	Flash OK	Run Inventory	Featured	
	Projector Softwar			Applications Driver Packages	
	INSTALL 2	INSTALL ANYWAY 7	START	Flash	
				IT-only Printers	
				Utilities	
				Apps-Apple	
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On the right hand side of the Self Service window, under Categories, click on Printers.

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	Printers			Categories	
	Stok-A131- 012383	Stok-A133- 012380	Stok-A204- 012378	Featured Applications Driver Packages Flash IT-only	
	Stok-A204- 031741	Stok-A215- 012388	Stok-A217- 012371	Printers Utilities Apps-Apple	
	Stok-A304- 012372	Stok-A315- 012373	Stok-B116- 012389		
	Stok-B217- 012387	Stok-8301- 012375	Stok-8309- 012374		
	Stok-B316- 012382	Stok-C106- 012168	Stok-C106- 012381		

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.