

ADDING PRINTERS TO MLTI LAPTOPS

- 1)- Open Safari, Firefox, or any other program to print from
- 2) Select **File > Print** from taskbar (a printer dialog box will open)
- 3) In the dropdown menu next to Printer, select **Add Printer** (click “up & down” arrows)
- 4) Select **IP** (the “globe” icon)
Protocol field should read Line Printer Daemon – LPD
In the address field, type: **mtaprintserver**
- 5) The next three fields will have the same entry. You must type the name EXACTLY as shown below.* (Once you have typed the queue name correctly, we suggest copying and pasting it into the next two fields.)
 - * **Queue** -Queue name (see list below)
 - * **Name** - Same as queue name
 - * **Location** - Same as queue name
- 6) Click **Add**
- 7) On the next screen click **Continue**. (If prompted for driver, use **generic**.)

*MTA PRINT QUEUE NAMES (Remember to type EXACTLY as shown.)

<u>QUEUE NAME</u>	<u>WHERE TO FIND YOUR DOCUMENT</u>
MTA_ROOM108_HP4200N_B	Computer Center
MTA_ROOM108_HP4350DTN	Computer Center
MTA_LIBRARY_HP4200N	Library
MTA_ROOM240_HP4200N	Room 240
MTA_ROOM110_4100N	Room 110
MTA_SCIENCELAB_4200N	Room 220
MTA_ROOM213_HP4050N	Room 213 (NOT available until further notice)
MTA_SCIENCELAB3_4200N	Room 226
MTA_ROOM270_HP4200N	Room 270
MTA_AltEd_HP3800N_AD	District Office Alternative Education Room
MTA_Guidance_KonicaBizhub920	Guidance Office Printer/Copier
MTA_Library_Konica7272	Library
MTA_Library_Xerox4595	Library