

Printer Set-Up Instructions for Copiers - MAC



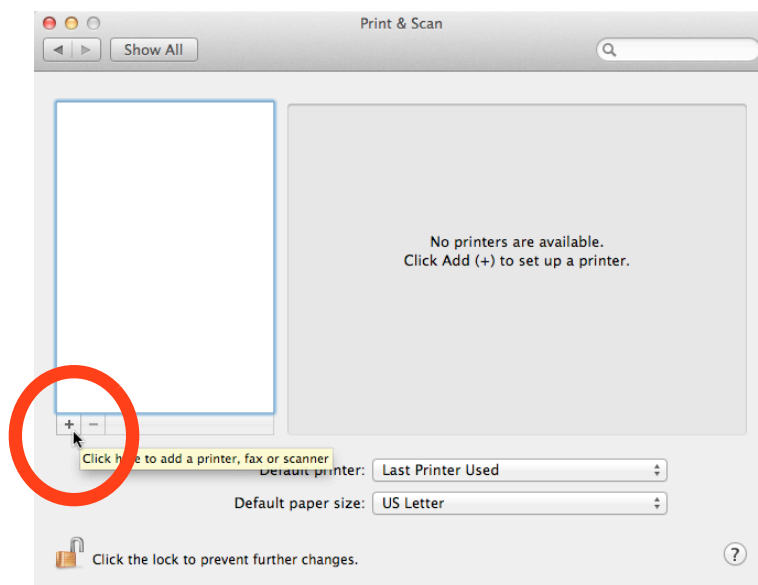
****Teacher's Only****

These instructions are for the setup to print to Toshiba copiers.

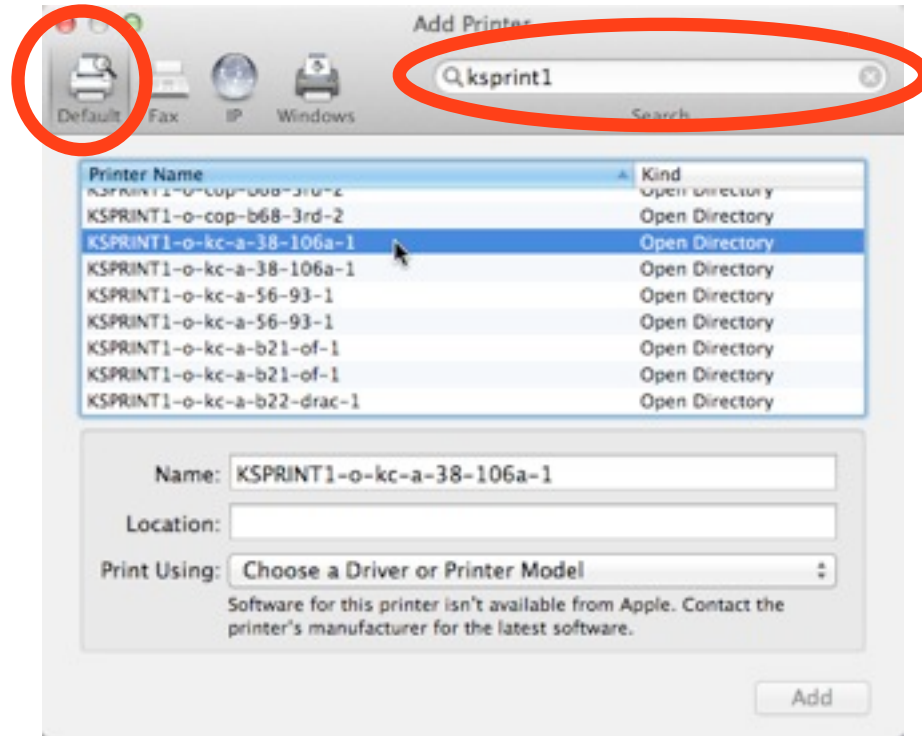
1. Locate the “Printer Host Name” displayed on a sticker on the front panel of the copier (i.e. o-kc-p-b27-204-2).
2. Write the host name down to reference when adding a Toshiba copier.
3. Point and click on the “Apple” icon in the upper left corner of the window.
4. Drag your mouse to highlight or select “System Preferences.”
5. The “System Preferences” window will appear.



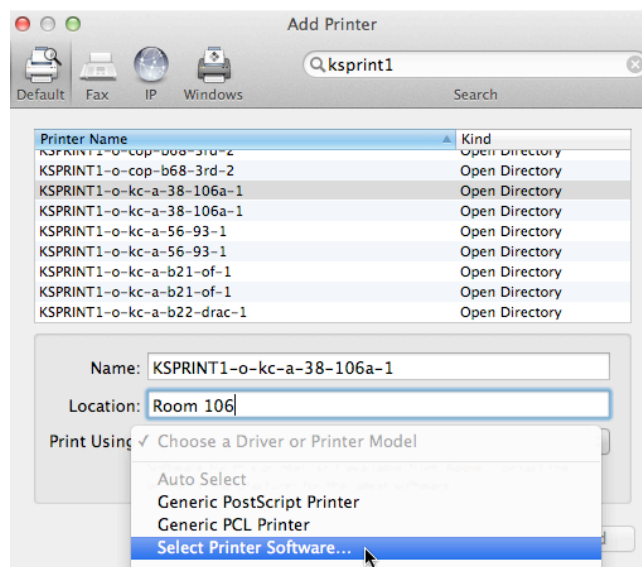
6. Locate “Print & Scan” and select it by clicking on the icon.
7. From the “Print & Scan” window, click on the “+” symbol at the lower left corner of the window.



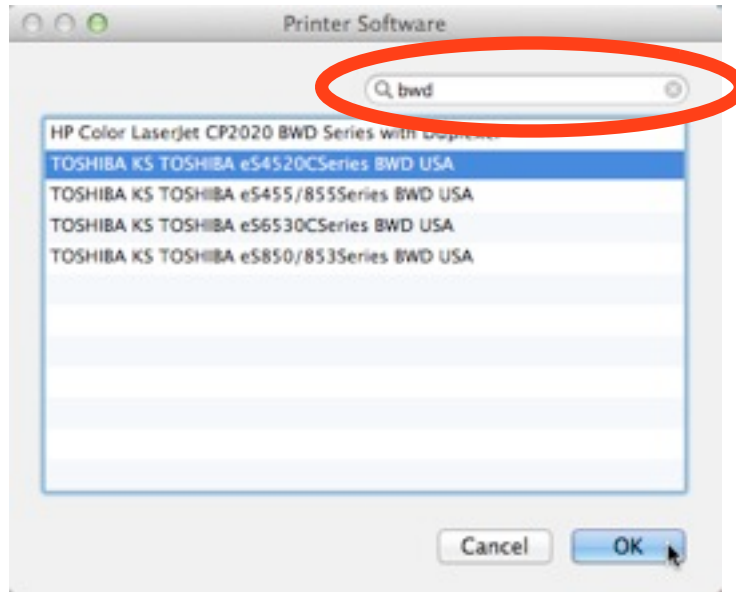
8. The “Add Printer” window will appear.
9. Click on the “Default” icon in the menu bar.
10. In the search box, type in “**ksprint1**” and select your “Printer Host Name (see step 1). *If you cannot find your printer, please the call number at the end of this handout.*



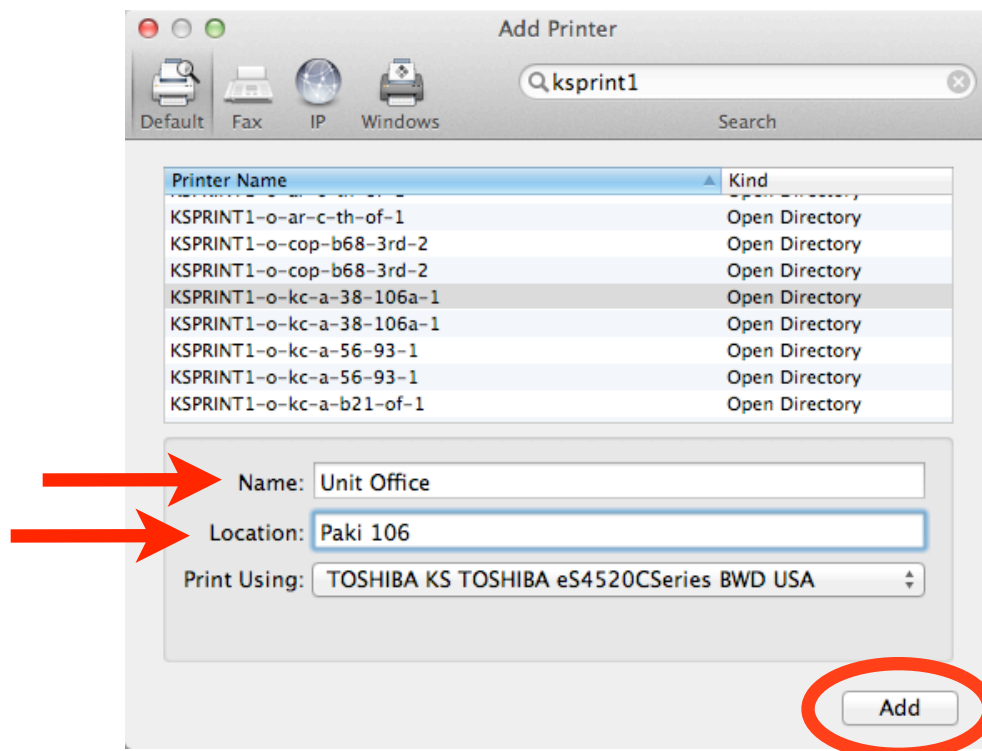
11. In the “Print Using” field, click on “Choose a Driver or Printer Model” and choose “**Select Printer Software.**”



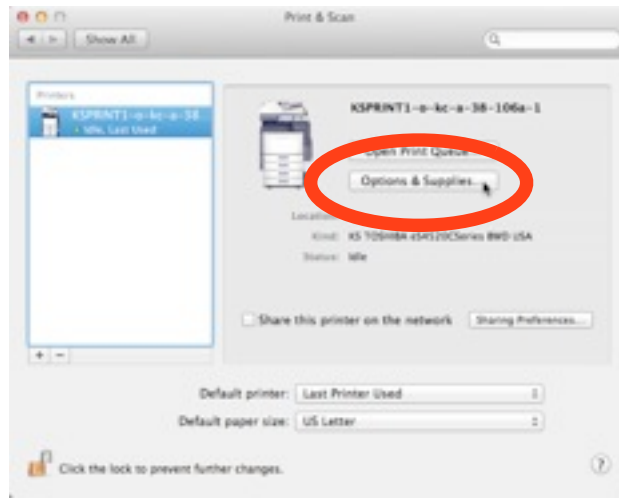
12. In the “Printer Software” window, type “**bwd**” in the search box and locate the Toshiba printer software that matches your copier. **If your copier is not listed, select the series number that is one above your copier model number.** For example, if your copier number is an e4200Cseries, you would select eS4520Cseries from the choices given below.



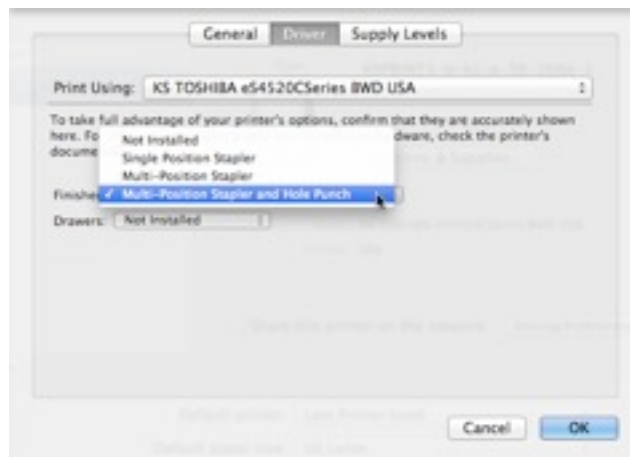
13. Click “OK” to return to the “Add Printer” window. You can now type in the **name** and **location** of the printer and click on “Add.”



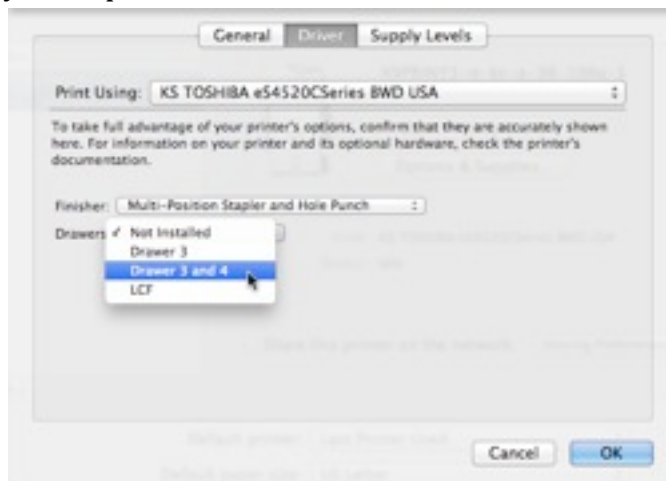
14. If your copier has the option to staple, hole punch and/or select multiple trays, please select **“Options & Supplies”** from the **“Print & Scan”** window.



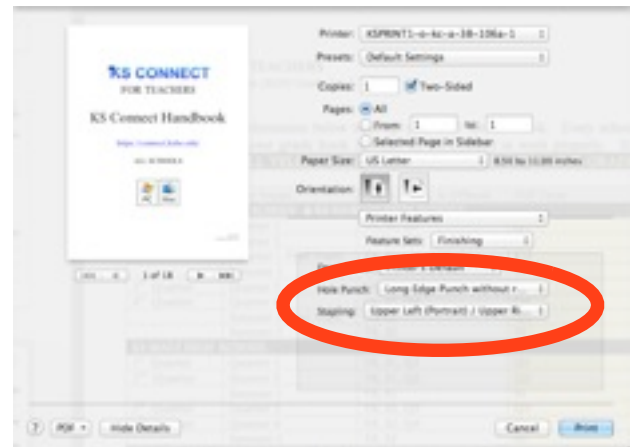
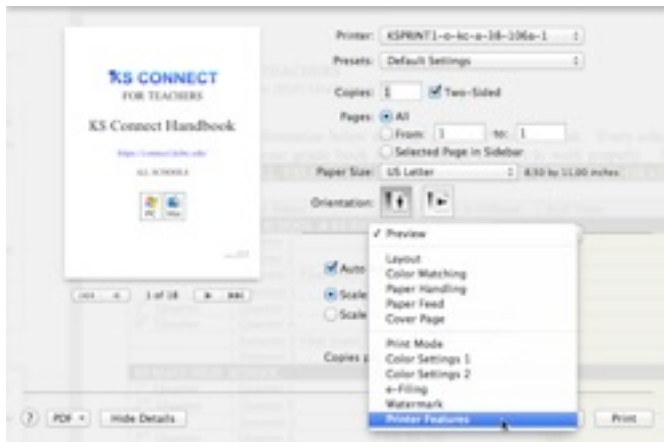
- a. Select the **“Driver”** tab. Click on **“Not Installed”** next to **“Finisher”** and select **“Multi-Position Stapler and Hole Punch.”**



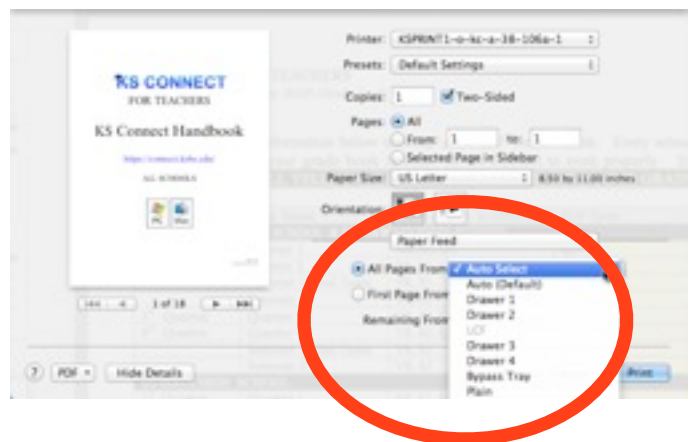
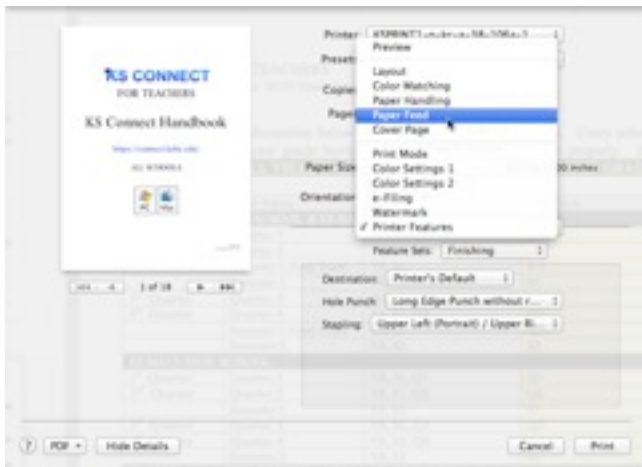
- b. Click on **“Not Installed”** next to **“Drawers”** and select the number trays applicable to your copier.



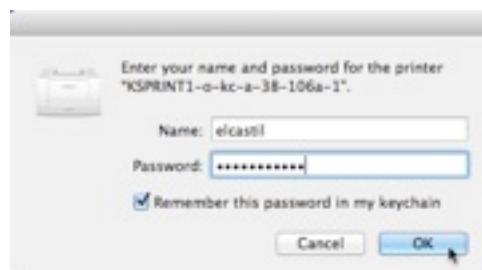
15. When you are ready to print a document, in the print window you will be able to select “Printer Features” and you will see the “Hole Punch” and “Stapling” options.



16. Select “Paper Feed” to select specific trays.



17. When prompted, enter your username and password. Click on the “Remember this password” option.



***If you have problems printing or cannot find your printer when searching “ksprint1” please contact Toshiba at x28799 (Kapālama campus). When calling, please provide the KS Tag Number (silver tag), description of the problem, and your contact information.**