1. From the Apple menu, select the **System Preferences** option.

2. In the System Preferences window, click the **Printers & Scanners** option.
3. In the Printers & Scanners window, click the plus sign (+) to add a new printer.

4. In the “Add printer” window, click the IP tab at the top of the screen. Then input **172.19.153.24** in the “Address:” field. The “Location:” field will populate with the printer name – *MET 325.01 Student Lounge*. Click the **Add** button to add the printer.
5. If the message shown below appears, click the Continue button.

6. The printer should now appear as a selection in the ‘Printers & Scanners’ window. Make sure that it is highlighted and click the **Open Print Queue**... button to view any print jobs and print a test page.

7. With the Print Queue window open, select the **Print Test Page** option in the menu bar at the top of the screen.
8. The print queue should show the test page ready to print.

![Print Queue Ready to Print](image1)

9. The printer icon in the Dock will display with a red one (1) to indicate the print job is being processed.

![Dock Icon with Red Notice](image2)

10. View of the MFD screen showing the ‘Test Page’ in the print queue with a “Held” status. The job will automatically be removed from the queue after 24 hours. To remove the job immediately, press the job name ‘Test Page’ and select the “Delete” option.

![MFD Screen with Held Status](image3)