


# Adding a Printer on Your Mac

1. Click the Finder icon in your dock 
2. Click the Go menu at the top of your screen and choose “Connect to Server...”
3. In the Server Address field, put in “ smb://Diana” and click connect.
4. Double-click on the Mac Printer shared folder. After a few seconds, a list of the available printers will come up.
5. Double-click any of the printers that you would like to add. Once you double-click, it will take 15-30 seconds for the printer to show up in System Preferences. At that time, you can print to your new printer.

That is the entire process. If you have any problems, please let us know (x464).

If you would like to add one of our copiers as a printer, please follow the instructions here:

[Adding a Copier on Your Mac](#)

## Deleting a printer on your Mac

If you have an old printer that you want to delete, follow these instructions:

1. Click the apple at the top left of your screen and choose System Preferences
2. Click on Print and Scan (or Print and Fax on older machines)
3. In the left pane, single-click the printer you would like to delete
4. Click the — button at the bottom of that pane.
5. When prompted, click Delete Printer.