Setting up Wireless Printing on Your Mac Laptop

The following instructions are for adding a Levy Library managed printer to a Mac laptop.

Printers are available in the Levy Library, Annenberg 13th floor student lounge, and Aron Hall.

In order to add a printer, your laptop must be connected to a secured Mount Sinai network. Users who do not have privileges to connect to the secured network, will not be able to use wireless printing services.

Laptop requirements: Mac OS X 64-bit version 10.7, 10.8, 10.9, 10.10, 10.11, 10.12 and 10.13.

READ FIRST: If you have already installed the printer package, skip to PART 2

PART 1: Installing the Pharos Printer Package

You must install and run the following popup printer package on you laptop before installing any printers on your laptop:

1. Download the Mac Wireless Printing installer file located on the following webpage: https://libguides.mssm.edu/technology/wirelessprinting

2. In your downloads folder, unzip the folder Mac OS X Popups 9.0.10 2

3. Double-click Pop up.dmg to create a new disk image in Finder

4. This disk contains the Popup installer, Popup.pkg. Double-click the installer to run it. You may be requested to authenticate yourself as an administrator.

5. Select a destination disk. You will only be able to select the startup disk.

6. Click Install (or Upgrade). The installer automatically installs Popup and required support files.

7. Once the installation is complete, you will need to complete Part 2: Adding a Printer to your Laptop.
PART 2: Adding a Printer to your Laptop

1. Choose **Apple menu > System Preferences** to launch the System Preferences application.

2. Select **Print & Scanners**. (Some devices will say **Printers & Fax** instead)

3. In the Add/Delete menu at the bottom of the printers list, click the **+ symbol**.
4. If the **Advanced Icon** is not available in your toolbar you'll need to add it. If the advanced icon is available in your toolbar, proceed to Step 5.

   1. To include the **Advanced Icon**: right click anywhere on the toolbar and select Customize Toolbar.

   ![Advanced Icon customization](image)

   2. Drag the Advanced button **up into the tool bar** and then click the **Done** button.

   ![Advanced button customization](image)

5. Click on the **Advanced Icon** and select the following fields from the drop down menus (See image on page 4 for details):

   1. **Type** – Pharos Print Server
   2. **Device** - Another Device
   3. In the **URL text box**, you will enter the URL of the printer you would like to add. Choose the printer URL from the list below:

<table>
<thead>
<tr>
<th>AVAILABLE PRINTERS</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Levy Library 11th Floor Black &amp; White Printers</td>
<td>popup://print.mssm.edu/lib11payq</td>
</tr>
<tr>
<td>Levy Library 11th Floor Color Printer</td>
<td>popup://print.mssm.edu/lib11-ricoh-color</td>
</tr>
<tr>
<td>Annenberg 13th Floor Black &amp; White Printer</td>
<td>popup://print.mssm.edu/lib13payq</td>
</tr>
<tr>
<td>Aron Hall Black &amp; White Printer</td>
<td>popup://print.mssm.edu/aronhallpayq</td>
</tr>
</tbody>
</table>
4. **Name** – You can rename this field

5. **Location** – You can leave this field blank

6. **Use** - Generic PostScript Printer*
   
   *If you do not see generic PostScript Printer in the drop down menu, please manually enter the URL in the field, do not copy and paste.

7. Once you have filled out all of the fields, click **Add**.

   ![Add Printer Screen](image)

   **TIP: you can rename this field**

   After the printer is installed, you can see that it is now displayed as one of the printer options in your Print & Fax (or Printer & Scanners) menu.

   **Note:** If you would like to add additional library printers, repeat Step 5 and enter the URL of the other printer(s).
PART 3: Printing a Document

In order to print your document to the printer wirelessly, open to document you wish to print with to click on Print.

1. Open the **Printer** drop down menu and choose the printer you would like to send your document, and then print your document.

![Printer drop down menu](image)

6. Proceed to the assigned library printer. Verify that your document appears in the printer queue by swiping your print card and selecting your document.

   **If you have any issues installing a printer client package or printer to your laptop, please contact [ASCIT@mssm.edu](mailto:ASCIT@mssm.edu) or 212-271-7091 for assistance.**