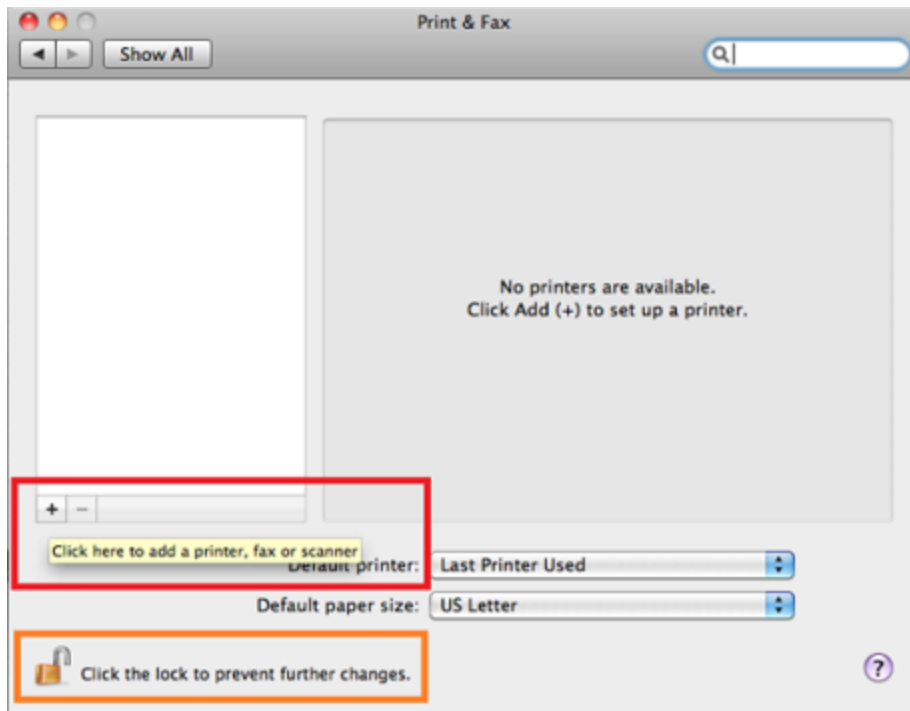


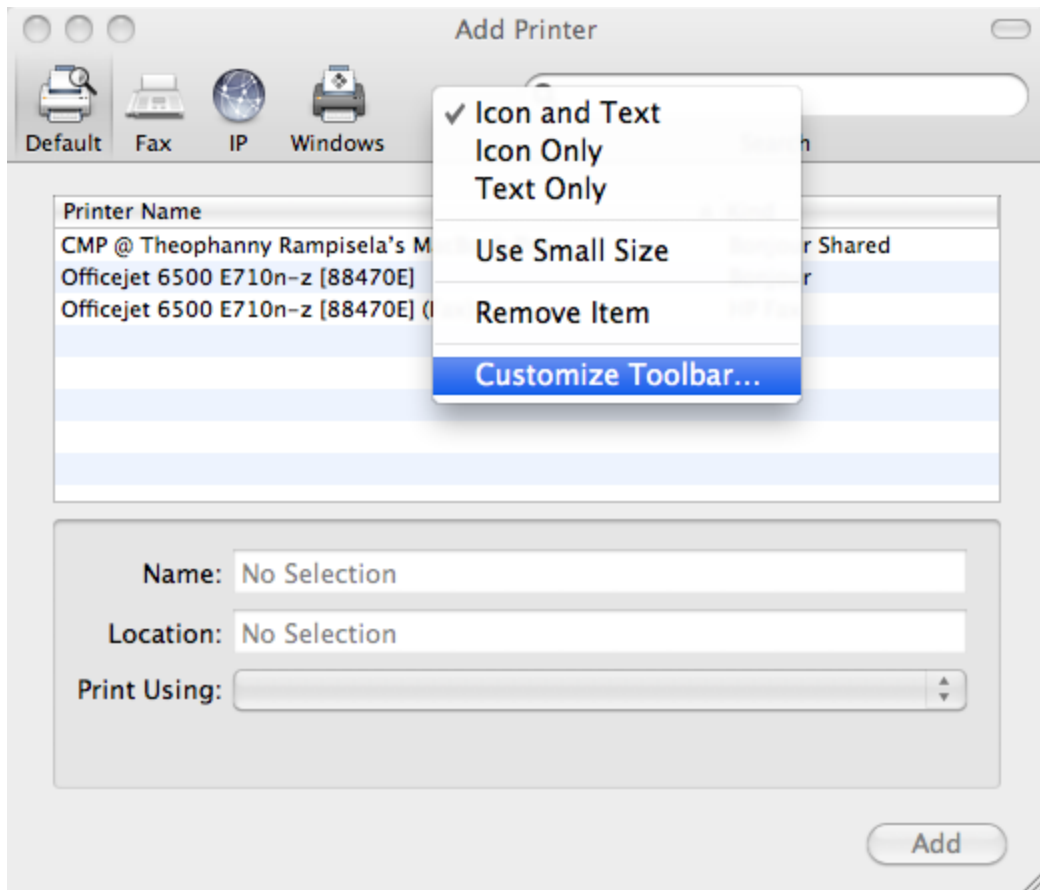
Click on Apple Logo in top left corner .Go to System Preferences and choose the **Print & Scan** option. The **Print and Scan** dialogue box will appear.

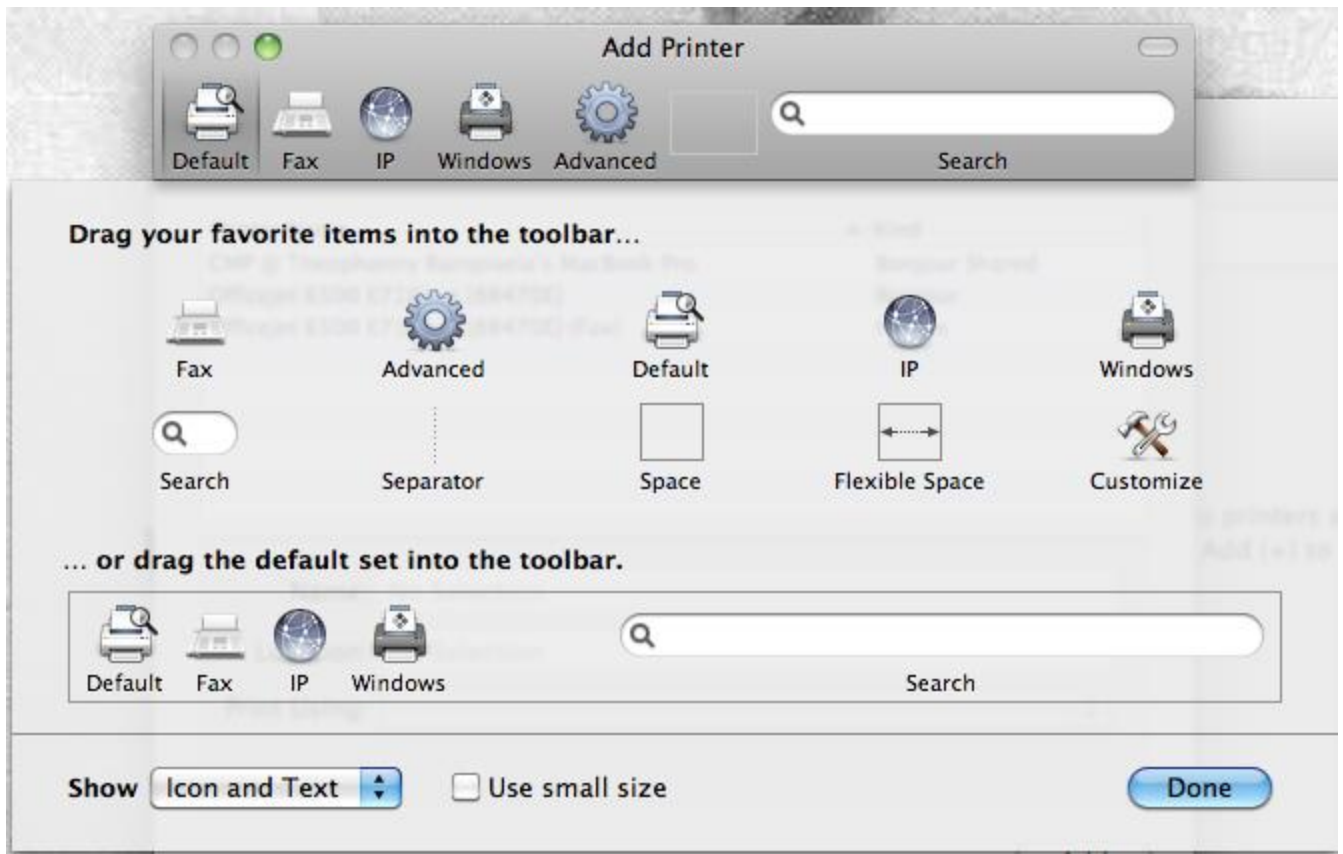


Next click the + sign at the bottom left corner of the Print and Fax window pane. This will allow you to add a printer. In addition, make sure that the lock in the lower part of the window is open. If not, click on it and provide your computers user name and password. (Not: this is not your Concordia username and password; this is your individual computer password).



Look in the toolbar for the **Advanced** tab. If the **Advanced** tab is not visible, Control + click (or click with two fingers on the trackpad) in the toolbar and select "Customize Toolbar...". Drag the **Advanced** item onto the menu.





Enter settings below:

