



## Printing Instructions

1. Navigate to Devices and Printers.
2. Click "Add a Printer."
3. Select "Add a network printer."
4. Click "The printer that I want isn't listed."
5. Select "Add a printer using a TCP/IP address or hostname."
6. Enter IP address.
  - Printer in Room 1019: 146.7.133.237
  - Printer in Room 1041: 146.7.133.239
7. For best results, install the necessary driver before completing this step. The Toshiba Universal Print Driver can be downloaded here: [link](#). Check "Query the printer and automatically select the driver to use." If it asks you to choose a driver, select the Toshiba Universal Driver.
8. Select "Do not share this printer."
9. When you attempt to print a document, you must enter your Department Code (e.g. 1234). If a department code is not entered, the print job will not complete.

### **Mac OSX**

1. Download and install the Toshiba Universal Driver *or* the eStudio 556 Driver (B&W Copier) for OSX.  
[http://business.toshiba.com/downloads/KB/f1Ulds/14057/TOSHIBA\\_ColorMFP.dmg.gz](http://business.toshiba.com/downloads/KB/f1Ulds/14057/TOSHIBA_ColorMFP.dmg.gz)
2. Open System Preferences.
3. Select "Printers & Scanners."
4. Click "+" to add a new printer.
5. Click IP tab. Protocol should be set to IPP (Internet Printing Protocol)
6. Enter IP address in "Address" field.
  - Printer in Room 1019: 146.7.133.237



- Printer in Room 1041: 146.7.133.239
7. OSX will automatically detect printer as “Toshiba MonoMFP-X7.”
  8. Open the document you would like to print.
  9. Open Print Dialog (CMD+P). This is the page where you choose Printers, Presets, Copies, Page Range, etc.
  10. Go to the “Print Mode” sub-menu in dropdown list and enter your Department Code (e.g. 1234). If your department code is not entered, the print job will not complete.
  11. Click Print.