

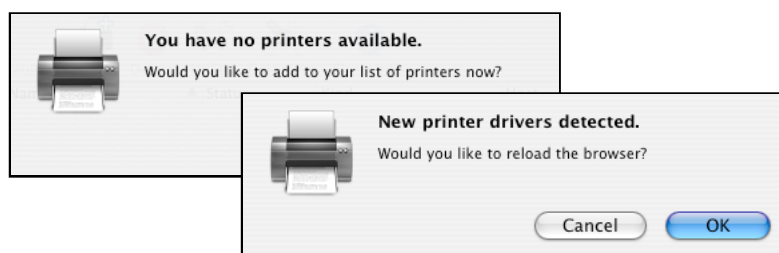
2.6 Mac OSX Services - Print Service

NOTE: This procedure may involve installing 3rd party software on your server. **Backup your server BEFORE installing any additional software!!!**

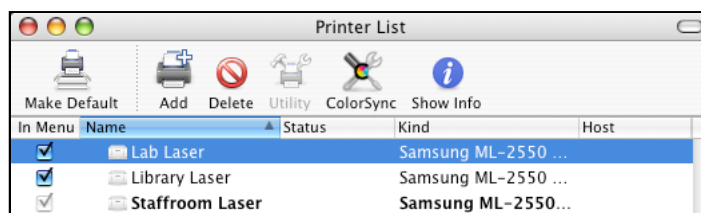
This service is suitable for networked postscript laser printers, not for shared inkjets.

1. Install Printers on the Server

- 1.1. Working at the server, log onto the server as the *admin* user.
- 1.2. If your *Postscript* network printer does not have a driver already installed in the *OSX* system, you will need to install this software, or use the *Generic OSX* driver. Be wary about installing older software on a new server!!!
- 1.3. Open the **Printer Setup Utility**, and follow with the usual procedure to add new printers.



- 1.4. Check that the printer(s) has a suitable name.



This is particularly important if you are using IP printing. Use the **Show Info** icon to change the name of the printer to something more meaningful!

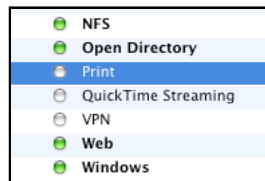
- 1.5. Add any other available printers.
- 1.6. Set up your printing prefs for **A4**, and a **fixed** printer selection.



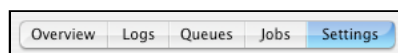
2. Setup the Print Queues

2.1. Open *Server Admin*.

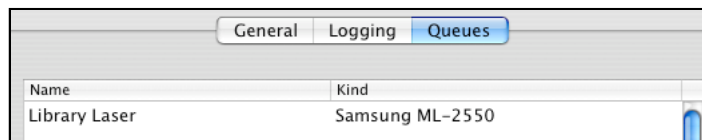
2.2. Select the **Print** service.



2.3. Click on the **Settings** button at the bottom of the screen.



2.4. Click on the **Queues** tab at the top of the screen.



Your installed printers should be displayed

Click on the **Save** button.

2.5. Click on **Start Service**.



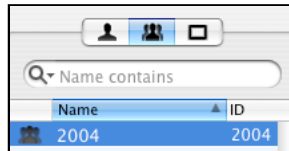
2.6. User's can now have their preferences set to use the queue(s) you have setup.

3. User access to Network Printers (Come back to this after you have created some users!)

The notes below describe how to allocate printer access based on user **Groups**. It is also possible to allocate printer access based on computer location, though this option is not covered here.

3.1. Open *Workgroup Manager*. This *must* be done on the Server, rather than using *Workgroup Manager* from a workstation.

3.2. Click on the **Groups** button, and select a Group (or Groups).



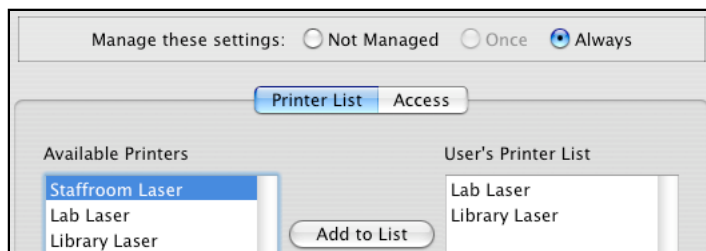
3.3. Click on the **Preferences** icon at the top of the window.



3.4. Click on the **Printing** icon in the right-hand pane.

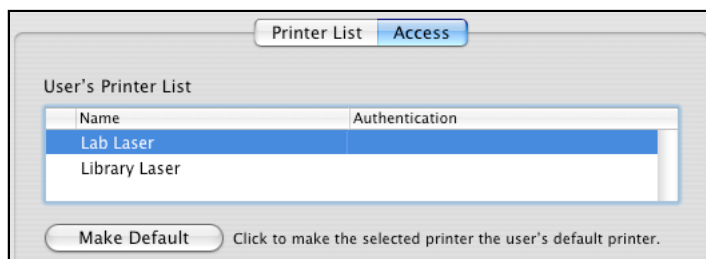


3.5. Click to **Always** manage these settings.



Add the relevant printers to the list available for the group(s).

3.6. Click on the **Access** tab to set the default printer for the group(s).



Click on the **Apply Now** button.