



# Configuration Manual

For  
macOS\*



**Information Technology**

\*macOS 10.13 High Sierra (released 9/25/17) and above is the preferred version for this manual.

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# Introduction

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This manual will guide you through:

- Connecting your mac to the Internet in the Law School.
- Connecting to shared resources on the Law School network.
- Setting your mac with the services provided by the IT department

## Note on Support

The Law School IT Helpdesk supports most of your technology needs this includes:

- Network Connectivity (both wired and wireless connections) in law school buildings. This does not include dormitory or residential buildings.
- Student Labs in Jerome Greene hall.
- Web-based tools that the university provides (such as Courseworks and Lawnet).

The following software is supported

- Windows 10
- Windows 8
- Microsoft Office Professional 2016 and 2013
- Microsoft Office for Mac 2019 and 2016
- G suite applications
- MacOS

The Law School IT helpdesk does not perform hardware repair. We can help you troubleshoot and find a third party service provider that is certified by the manufacturer to perform hardware service repair.

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## System Requirements

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To gain access to technology services by both the CLS and CUIT networks, you must have the following:

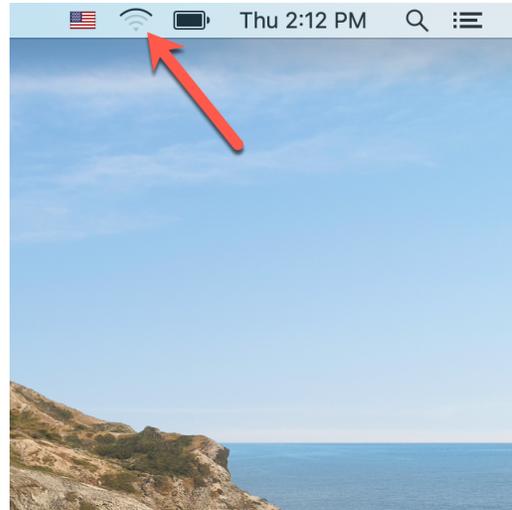
- A UNI account
- A Mac running **macOS 10.13 (High Sierra) and above**. Only genuine versions of the Mac Operating System are supported.
- Turn on your Mac's automatic updates feature to ensure the latest security patches are installed.
- A security program that provides real-time protection and actively scans your Mac for malicious threats.

## Accessing the Columbia Law Wi-Fi Network

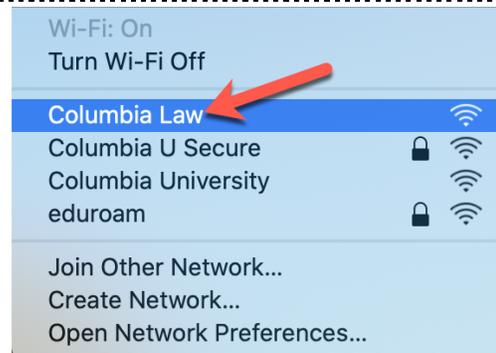
Wi-Fi access is available to everyone, including visitors, throughout all Law School buildings by simply joining the open network: **Columbia Law** on your device.

Please follow the steps below to join the Columbia Law Wifi network on your Mac:

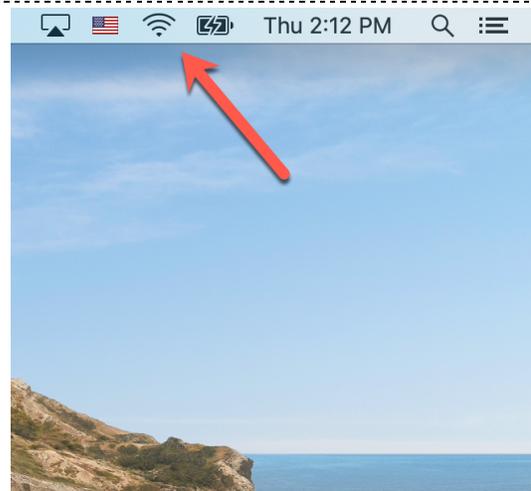
1. Click the **Wi-Fi icon** located on the top-right of your screen.



2. Select the **Columbia Law** network



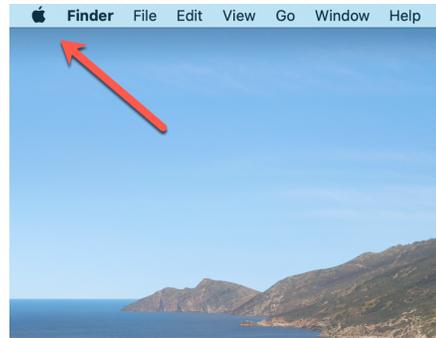
3. Your mac will join the network. The Wi-Fi icon will fill out solid to indicate you are connected.



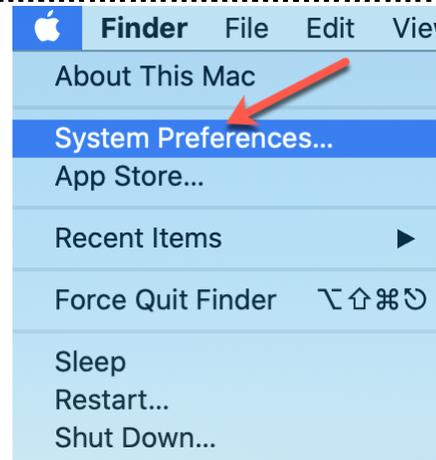
# Setting up Automatic updates

Apple releases macOS updates periodically. These include updates to apps, hardware, and security for your Mac. After your mac downloads an update you will get a notification to install at a time of your choosing.

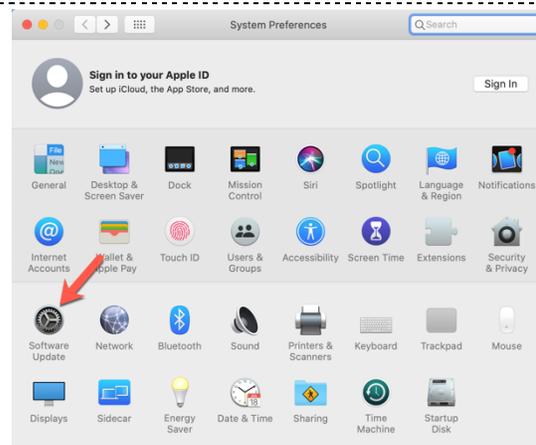
1. Click the **Apple menu** located on the top-left corner of your screen.



2. Click the **System Preferences...** option.



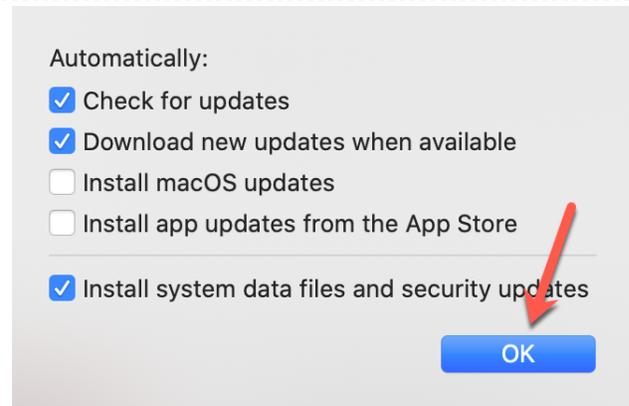
3. Click **Software update**



4. Click the **Advanced...** button.



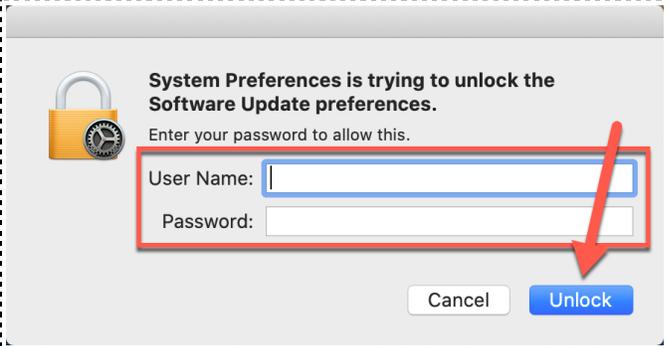
5. The default selections shown are recommended
6. Click the blue **OK** button.



7. Select the **Automatically keep my Mac up to date** checkbox.



8. Enter your Mac's **User Name:** and **password**.
9. Click the blue **Unlock** button.



# Malwarebytes Endpoint Protection

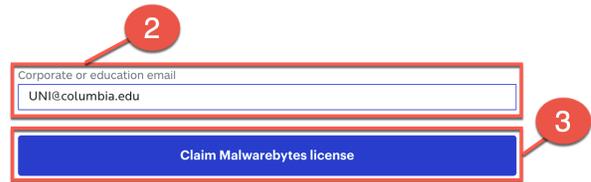
Malwarebytes Endpoint Protection is a security program that protects your Mac from malicious threats. Law School students are entitled to (1) free premium license, for one (1) Mac of your choice. The license needs to be validated every 12 months.

## Setup

Please follow the steps below to download, install, and activate Malwarebytes Endpoint Protection on your Mac.

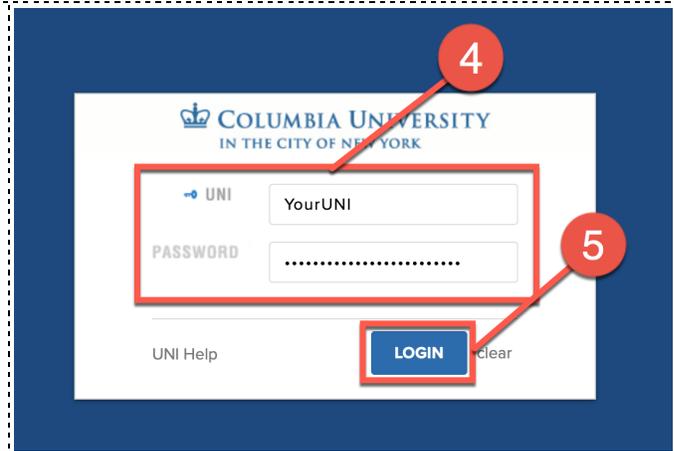
1. Visit the **CU Malwarebytes portal**: [my.malwarebytes.com/en/portal/email](https://my.malwarebytes.com/en/portal/email)

2. Enter your **UNI email address**.
3. Click the blue **Claim Malwarebytes License** button.



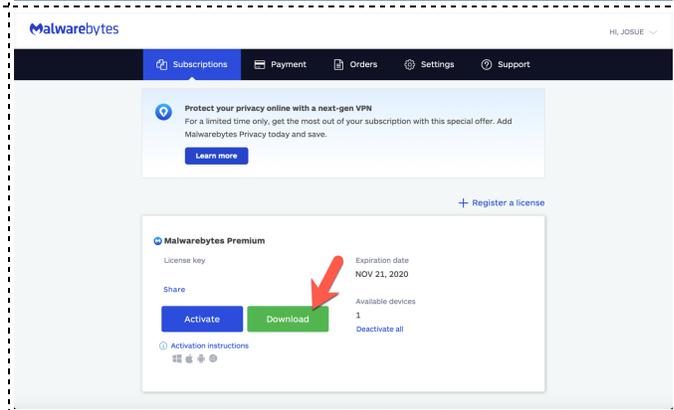
A screenshot of a web form for entering an email address. The form has a text input field with the placeholder text "Corporate or education email" and the value "UNI@columbia.edu". Below the input field is a blue button labeled "Claim Malwarebytes license". Red circles with numbers 2 and 3 point to the input field and the button, respectively.

4. Enter your **UNI username and password**.
5. Click the blue **LOGIN** button.



A screenshot of the Columbia University login page. The page features the university's logo and name. Below the logo is a login form with two input fields: "UNI" (containing "YourUNI") and "PASSWORD" (containing "\*\*\*\*\*"). A blue "LOGIN" button is located below the password field. A "clear" link is next to the login button. A "UNI Help" link is at the bottom left. Red circles with numbers 4 and 5 point to the login form and the "LOGIN" button, respectively.

6. Click the green **Download** button.



A screenshot of the Malwarebytes Premium license page. The page shows a navigation bar with "Subscriptions", "Payment", "Orders", "Settings", and "Support". Below the navigation bar is a promotional banner for a next-gen VPN. The main content area displays the "Malwarebytes Premium" license details, including the license key, expiration date (NOV 21, 2020), and available devices (1). There are two buttons: "Activate" (blue) and "Download" (green). A red arrow points to the "Download" button. A "Deactivate all" link is also present.

7. Click the **Allow** button.

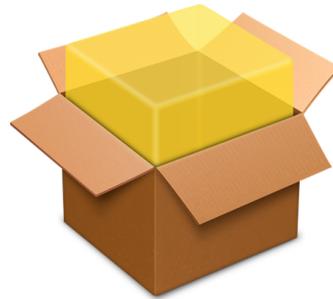
Do you want to allow downloads on  
"my.malwarebytes.com"?

You can change which websites can download files in  
Websites Preferences.

Cancel **Allow**



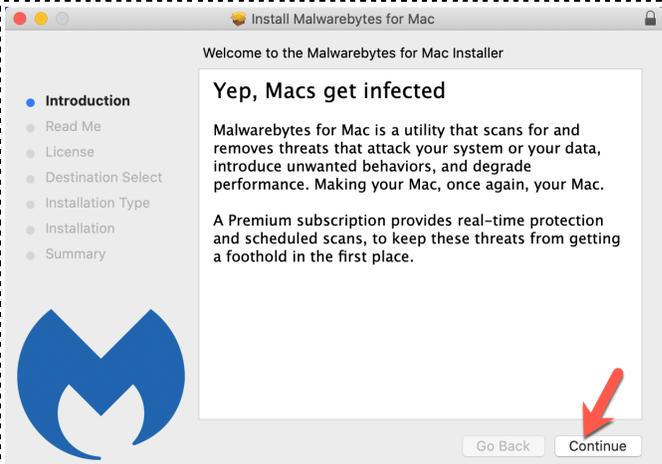
8. Locate the installation file that was  
downloaded called **MBSetup.exe**.  
Usually in the downloads folder.



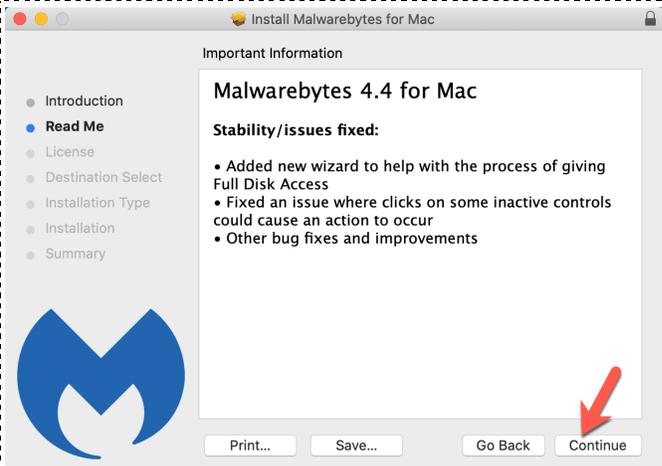
**Malwarebytes-Mac-4.4.11.3637.pkg**

Installer package - 19.9 MB

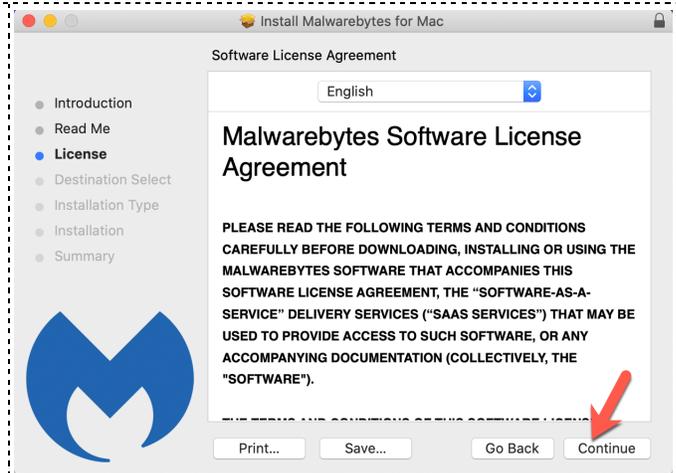
9. Click the **Continue** button.



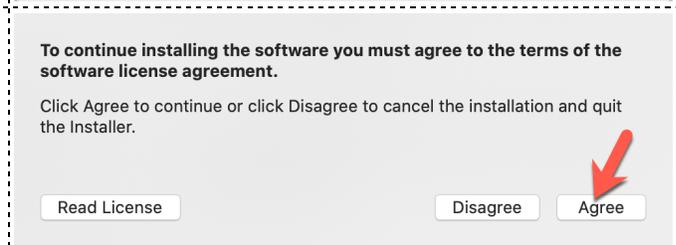
10. Click the **Continue** button.



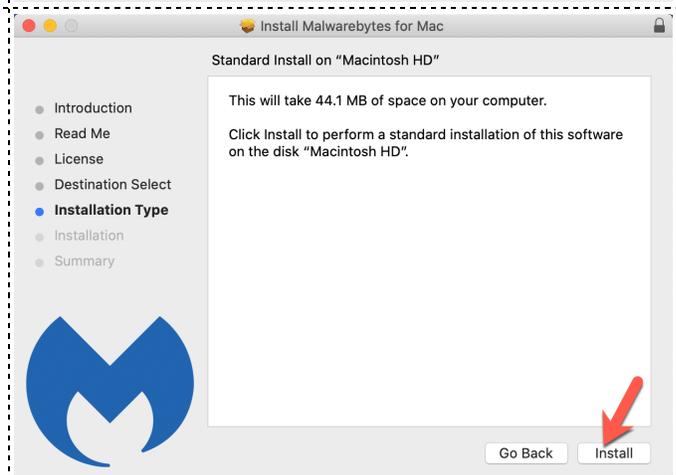
11. Click the **Continue** button.



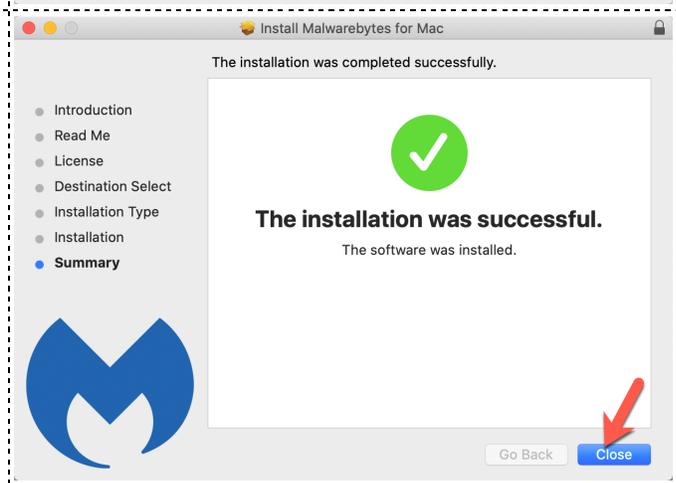
12. Click the **Agree** button.



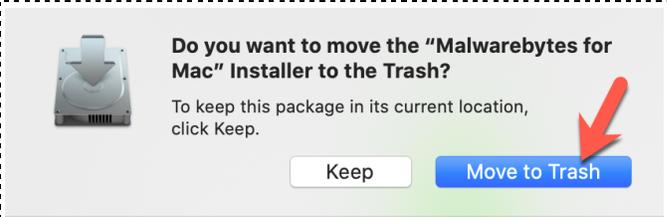
13. Click the **Install** button.



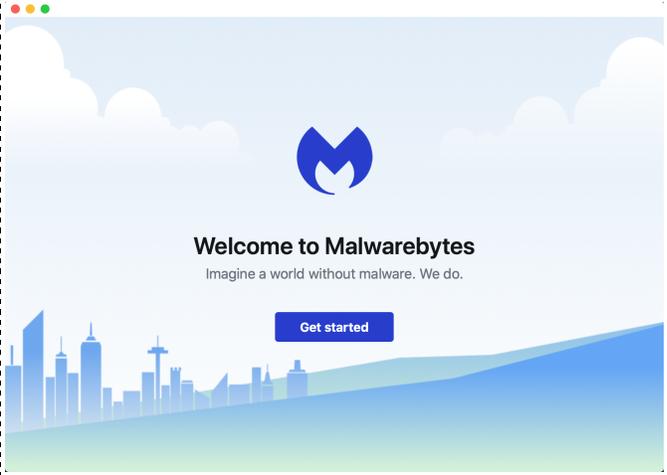
14. Click the blue **Close** button.



15. Click the blue **Move to Trash** button.



16. After the program is installed you will see the Malwarebytes Welcome screen.



17. Visit the **CU Malwarebytes portal**: [my.malwarebytes.com/en/portal/email](https://my.malwarebytes.com/en/portal/email)

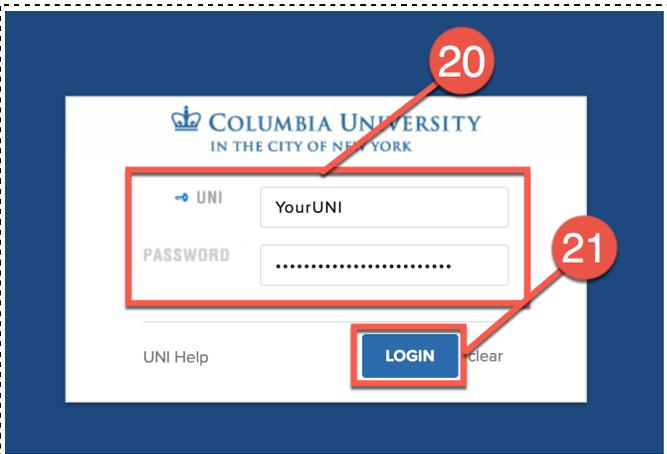
18. Enter your **UNI email address**.

19. Click the blue **Claim Malwarebytes License** button.

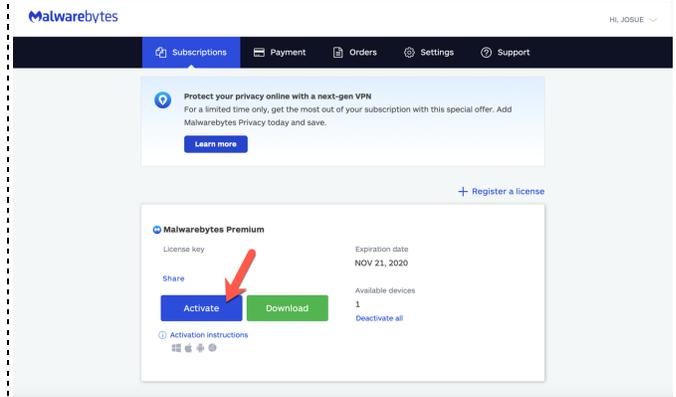


20. Enter your **UNI username and password**.

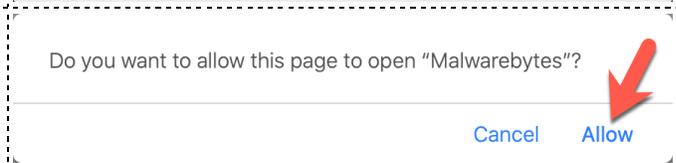
21. Click the blue **LOGIN** button.



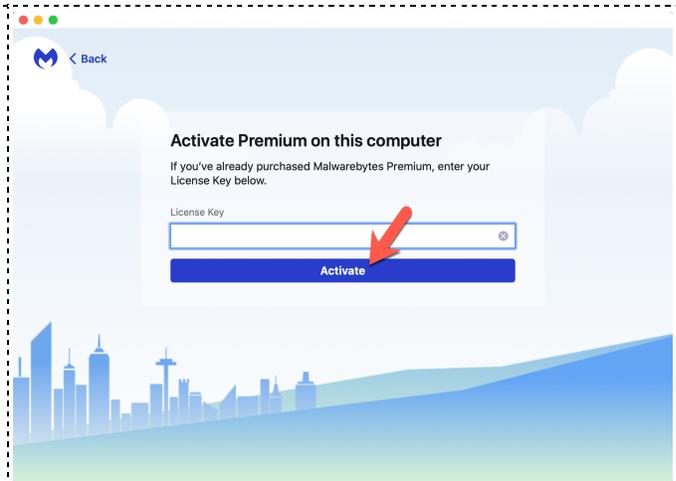
22. Click the blue **Activate** button.



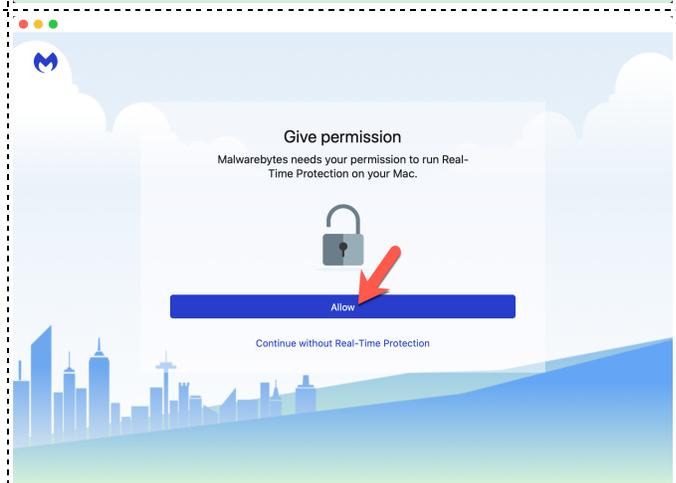
23. Click the **Allow** option.



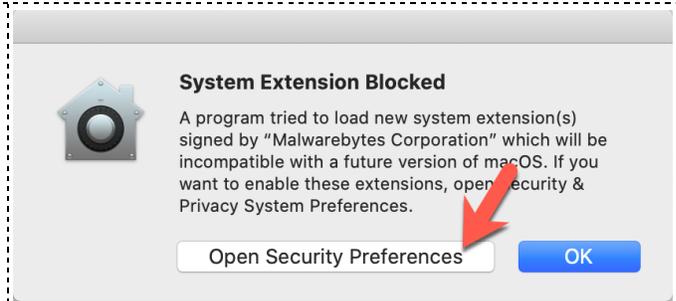
24. Click the blue **Activate** button



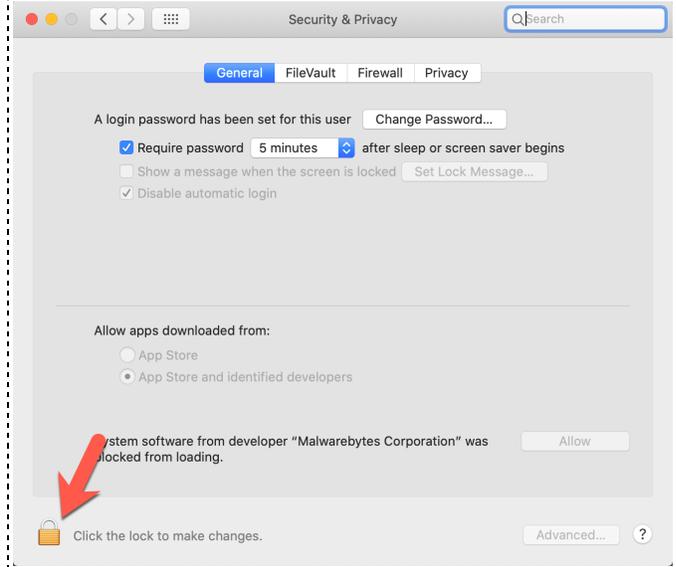
25. Click the **Allow** button.



26. Click the **Open Security Preferences** button.

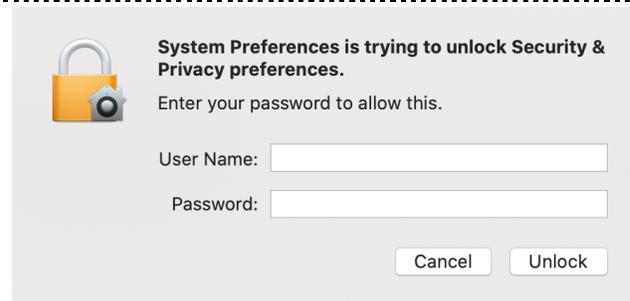


27. Click the **Lock** icon.

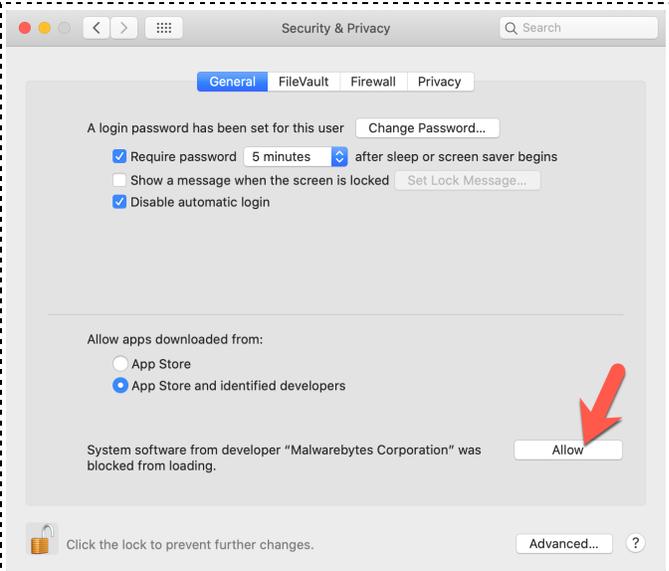


28. Enter your Mac's **User Name and password.**

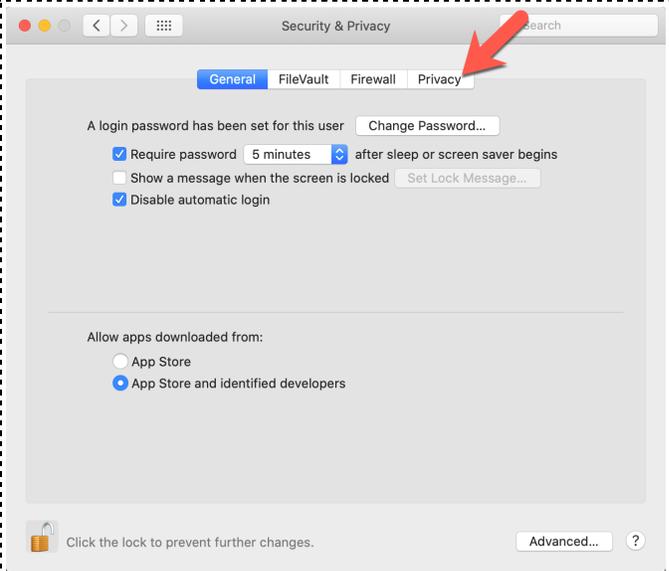
29. Click the **Unlock** Button



30. Click the **Allow** button.

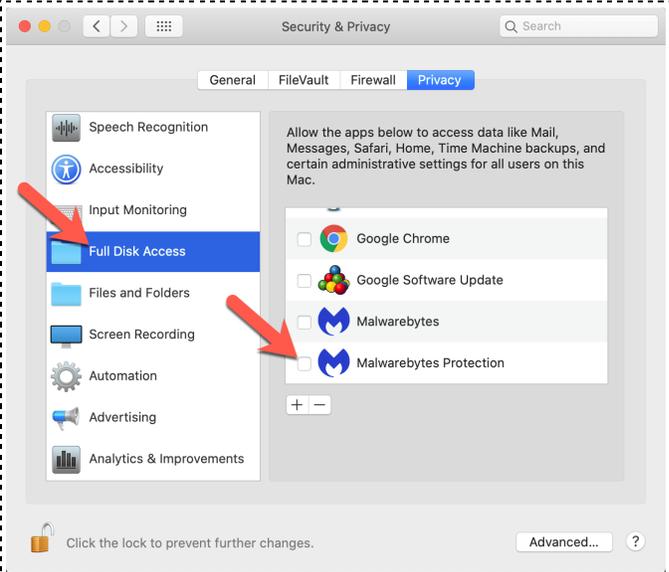


31. Click the **Privacy** tab.

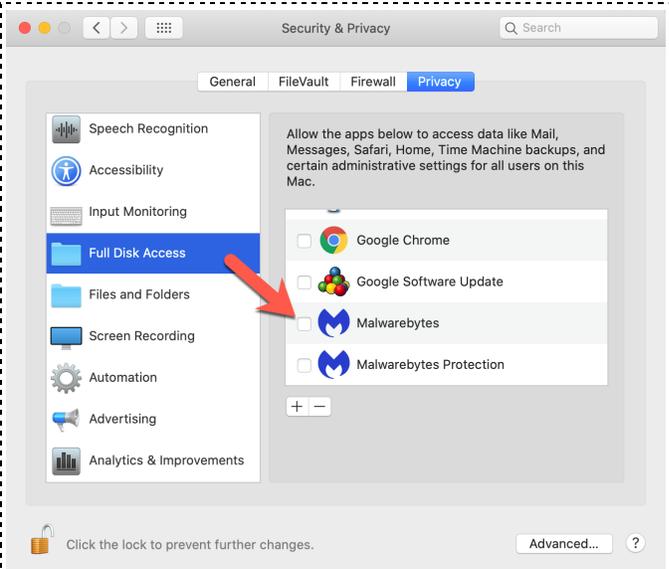


32. Scroll down and select the **Full Disc Access** option.

33. Select the **Malwarebytes Protection** checkbox.



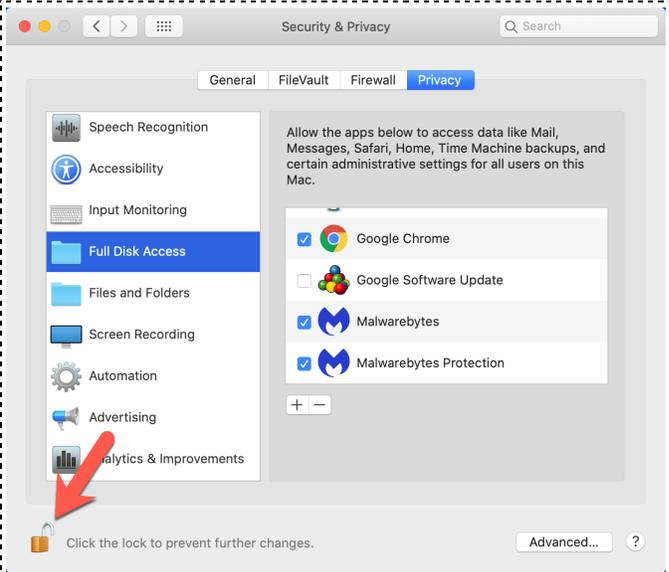
34. Select the **Malwarebytes** checkbox.



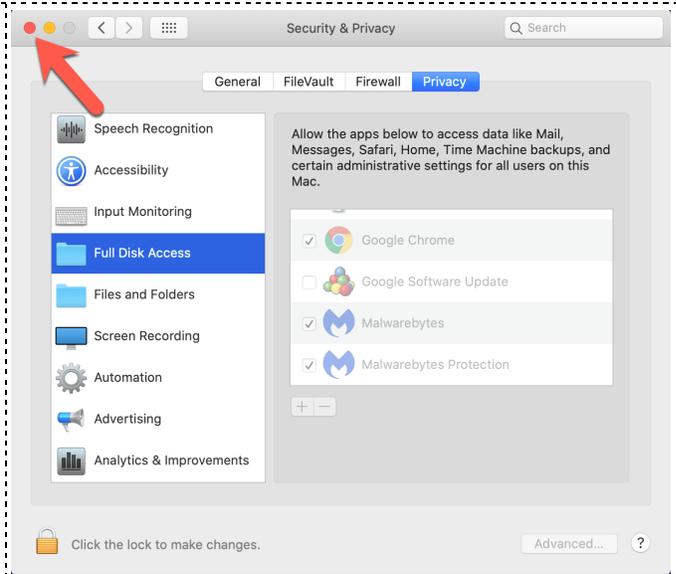
35. Click the **Later** button.



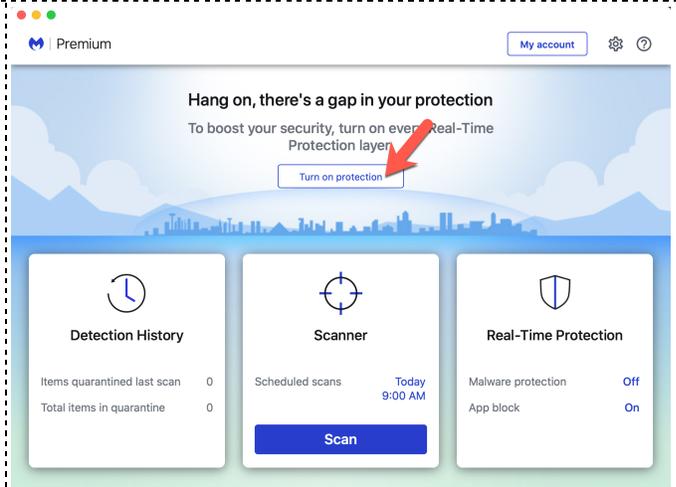
36. Click the **Lock** icon.



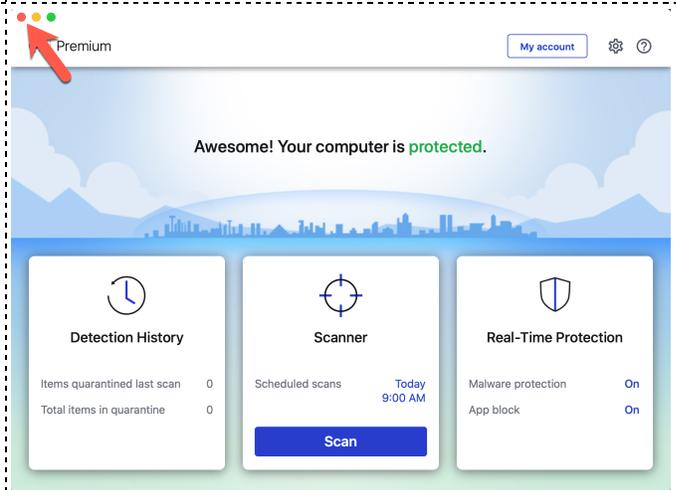
37. Click the red radio button to close the window.



38. Click the **Turn on protection** button.



39. Click the red radio button to close the window.



# Configuring and Connecting to CU VPN

Virtual Private Network (VPN) is a service that allows you to connect to the CU network via an encrypted tunnel. VPN essentially simulates you being in the building without physical being here.

## Setting up Duo MFA

Duo is a cloud-based tech company that provides access security solutions. Duo's Multifactor authentication (MFA) security system is what is currently being used in Columbia University. Duo MFA is required to access CU VPN services.

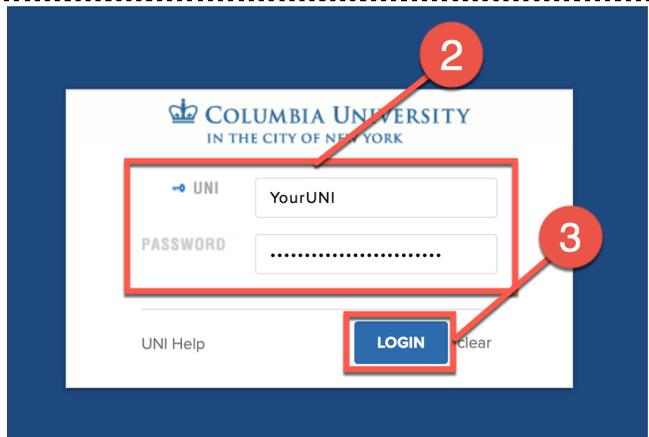
Together with your UNI account, Duo MFA uses independent secondary methods to double-check your identity during the login process. These secondary methods include push notifications sent to the Duo-Mobile smartphone app, an automated phone call to a mobile device or LAN line, and finally one-time use passcodes that can be generated before or during the login process.

For further information about Duo MFA, please visit the CUIT MFA Installation and Troubleshooting FAQ webpage: [cuit.columbia.edu/mfa/faq](http://cuit.columbia.edu/mfa/faq)

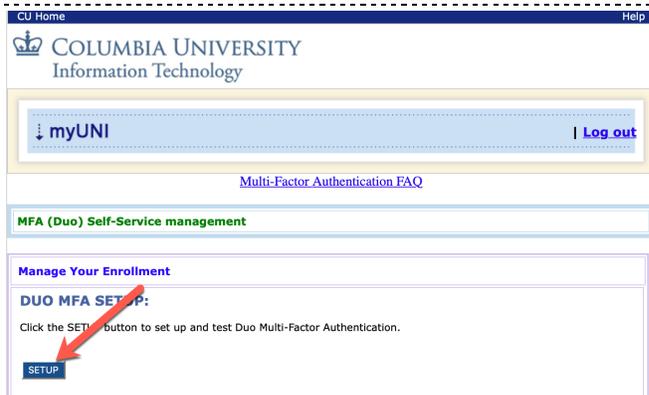
Please follow the steps below to setup Duo MFA on your mobile device.

1. Visit the **CU MFA Self-Service website**:  
[uniapp.cc.columbia.edu/acctmanage/mfselfservice](http://uniapp.cc.columbia.edu/acctmanage/mfselfservice)

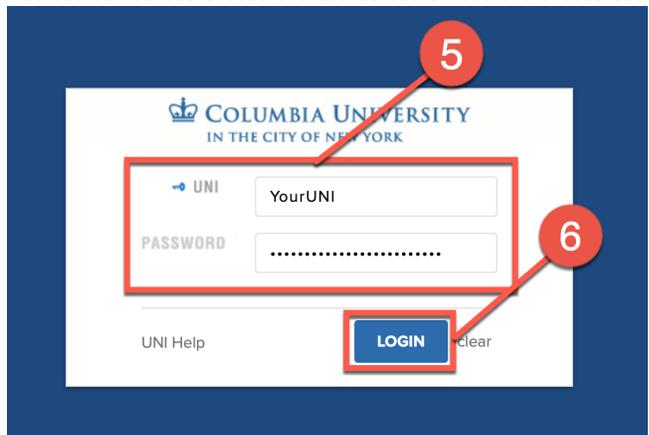
2. Type in your **UNI username and password**.
3. Click the blue **LOGIN** button.



4. Click the blue **Setup** button.



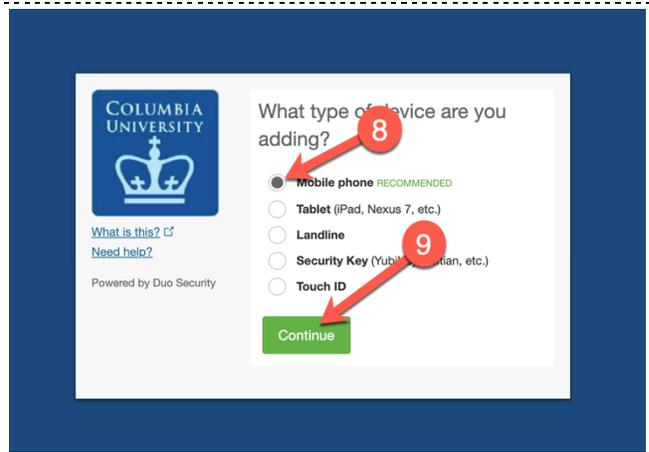
5. Type in your **UNI username and password**.
6. Click the blue **LOGIN** button.



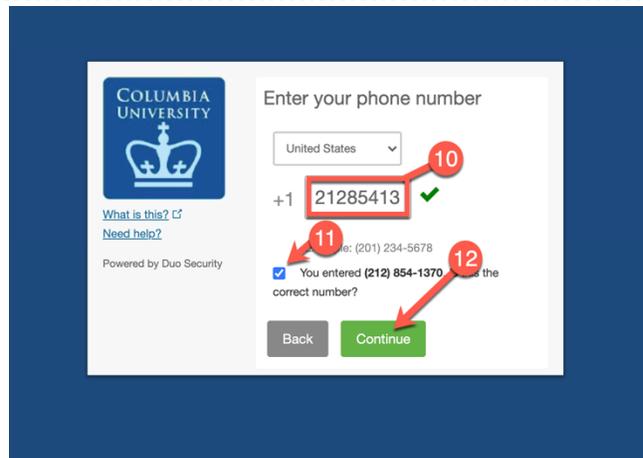
7. Click the green **Start setup** button.



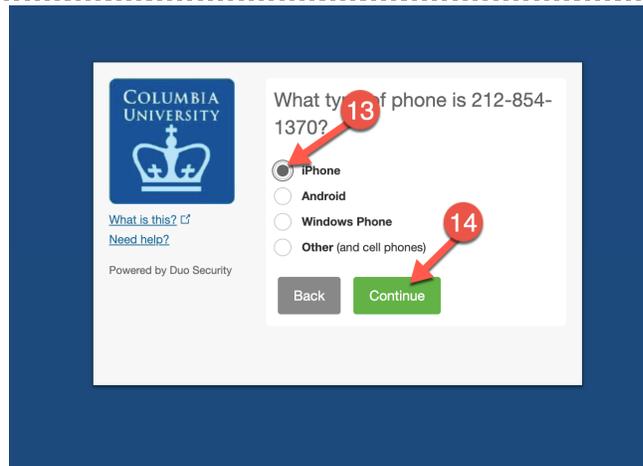
8. Click the radio button to Select the **Mobile Phone** device.
9. Click the green **Continue** button.



- 10. Enter your Mobile device's phone number.
- 11. Check the checkbox next to the phone number entered to confirm.
- 12. Click the green **Continue** button.



- 13. Confirm your **Mobile device type**.
- 14. Click the green **Continue** button.



- 15. Install **Duo Mobile** for iOS.
- 16. Launch the App Store app and search for **Duo Mobile**.
- 17. Tap **Get** and then **Install** to download the app.
- 18. Click the green **I have Duo Mobile** button.



19. You would see a green check mark when your Mobile Phone has been activated.

20. Click the green **Continue** button.



21. Under the **When I log in:** drop down menu select **Automatically send this device a Duo Push.**

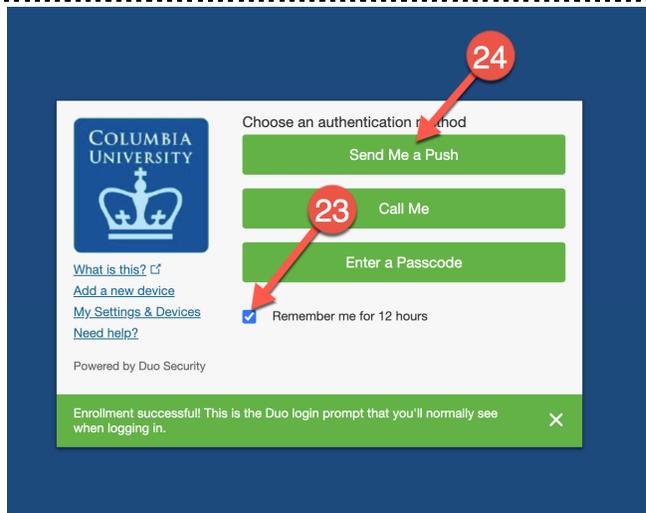
22. Click the blue **Continue to Login** button.



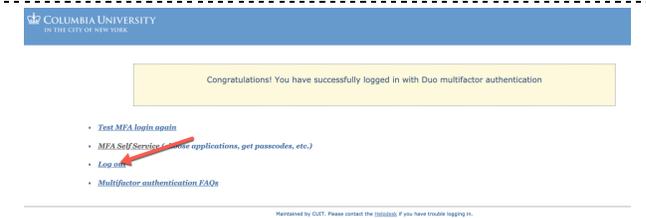
23. Select the checkbox next to **Remember me for 12 hours.**

24. Click green the **Send me a Push** button.

25. Approve the login request sent to your mobile device.



26. Click the **Log out** link.



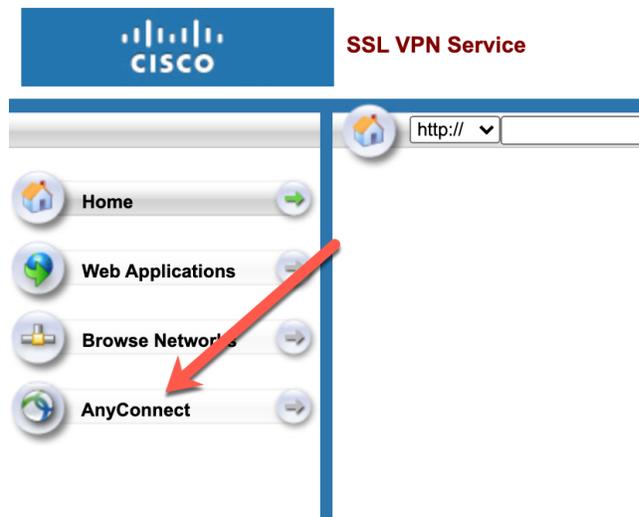
# Installing the Cisco AnyConnect Client and Connecting to CU VPN

Please follow the steps below to install and connect to CU VPN from your Mac.

1. Visit the CU VPN portal: [vpn.cc.columbia.edu](http://vpn.cc.columbia.edu)

2. Enter your **UNI username and password**. Under 2nd password enter **push**.
3. Click the **Login** button.
4. Approve the login request sent to your Mobile device.

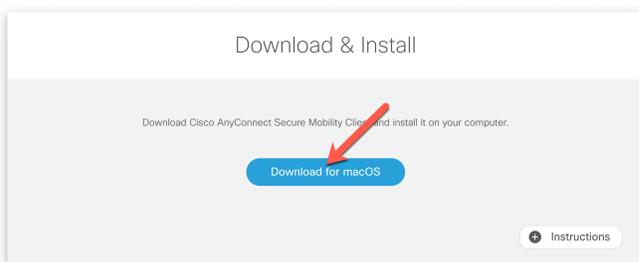
5. Click the **AnyConnect** link located on the left-hand side of the webpage.



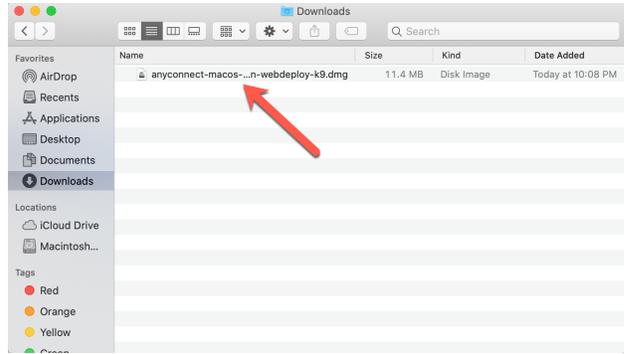
6. More options will appear. Click the **Start AnyConnect** link.



7. Click the blue **Download** for macOS button to download the CU VPN client.



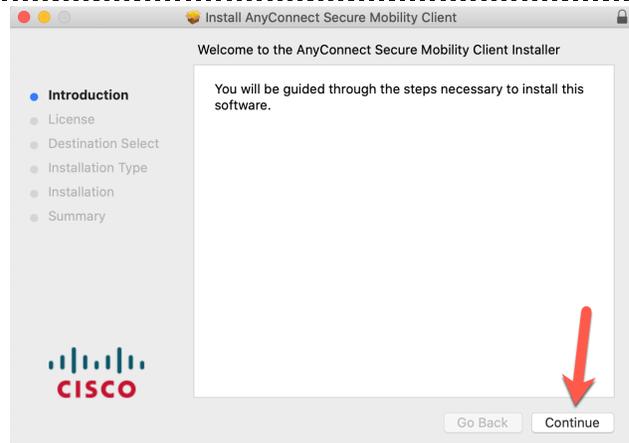
8. Located the downloaded file (usually in the downloads folder).
9. Double-click to open the file.



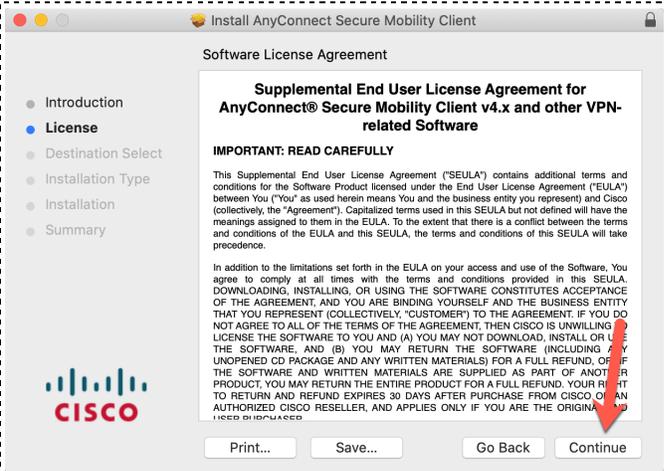
10. Double-click the installation file.



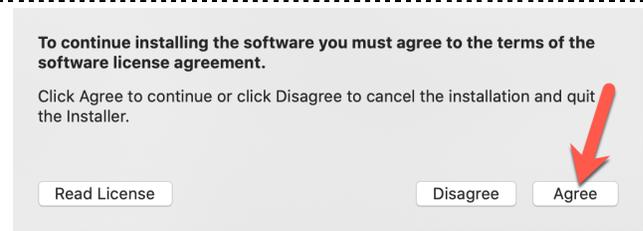
11. Click the **Continue** button.



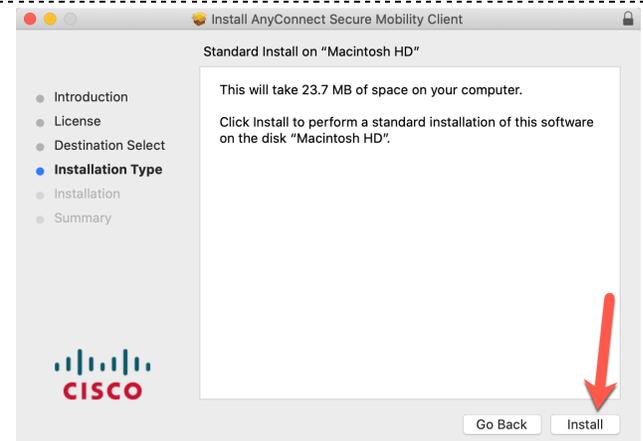
12. Click the **Continue** button.



13. Click the **Agree** button.

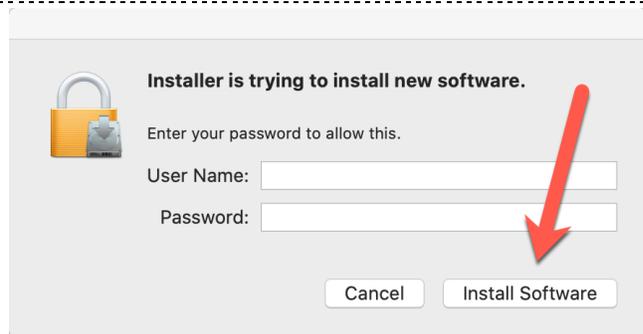


14. Click the **Install** button.

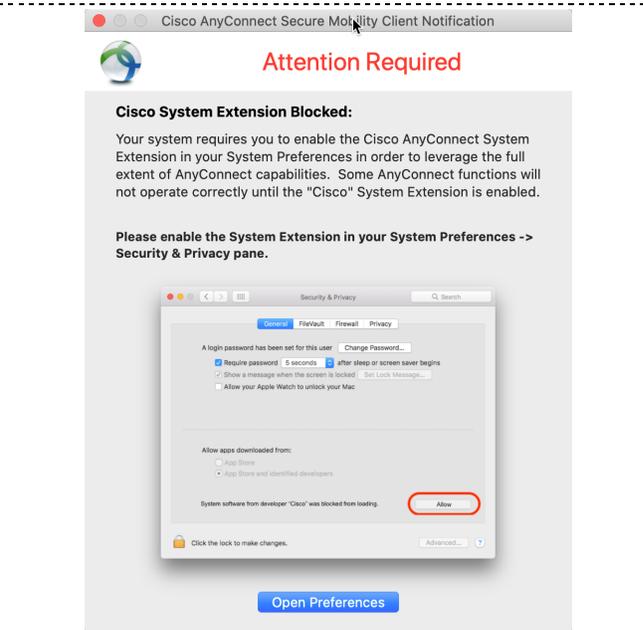


15. Enter your Mac's **User Name and password.**

16. Click the **Install Software** button.



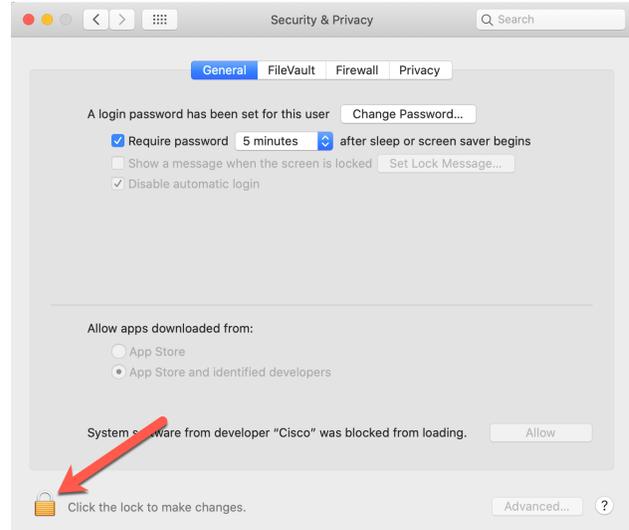
17. A window appears mentioning that the Cisco extension is being blocked by macOS.



18. Click the **Open Security Preferences** button.

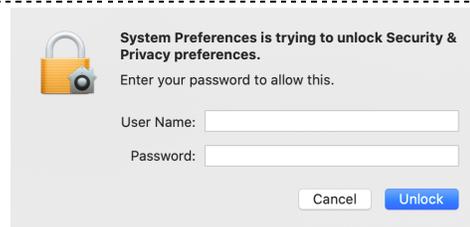


19. Click the **lock** icon.

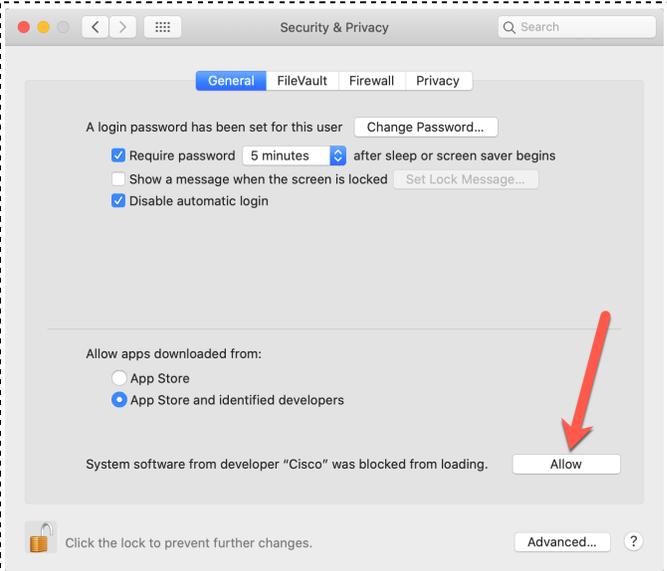


20. Enter your Mac's **User Name and password.**

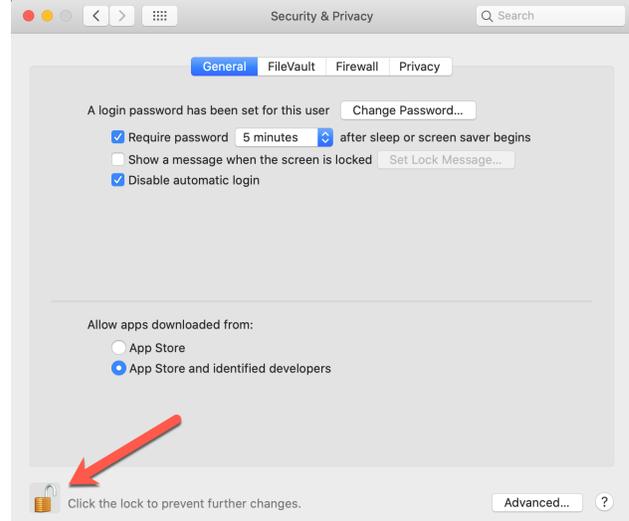
21. Click the blue **Unlock** button.



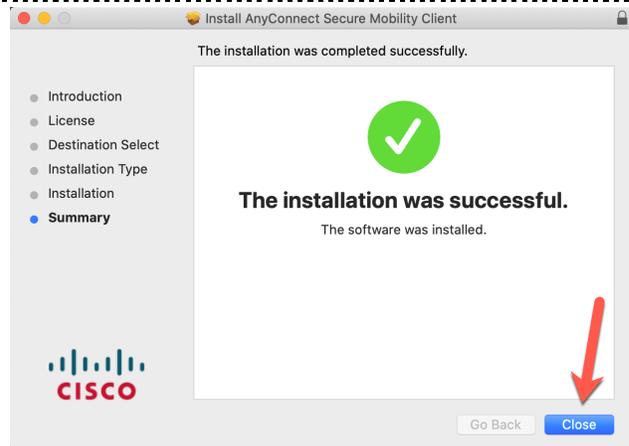
22. Click the **Allow** button.



23. Click the **lock** icon.



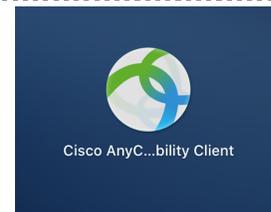
24. Click the blue **Close** button



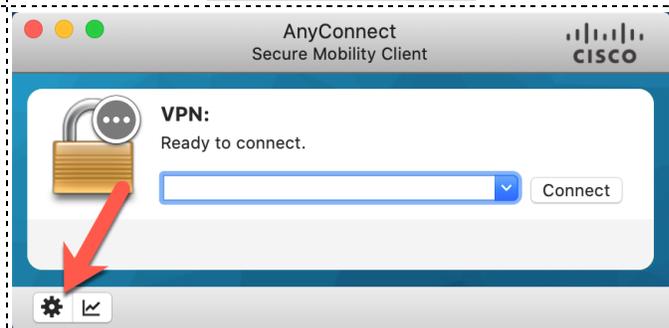
25. Press the F4 key on your keyboard to open **Launchpad**.



26. Type: **Cisco**, then click the **Cisco AnyC...bility Client** from the App search list.

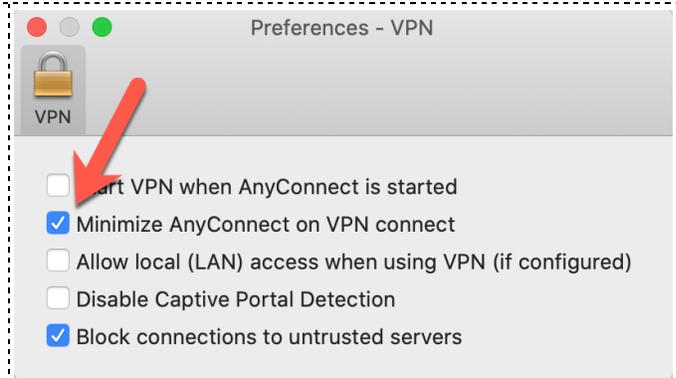


27. Click the **Gear** icon located on the bottom left corner to open system settings.



28. Deselect the **Minimize Anyconnect on VPN connect** checkbox.

29. Click the red radio button to close the dialog window.

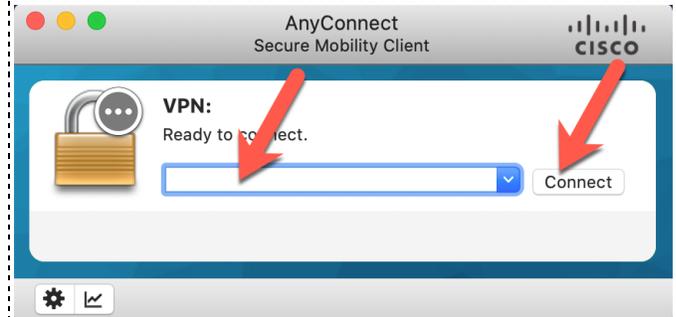


30. Enter

**vpn.cc.columbia.edu**

in the drop down menu.

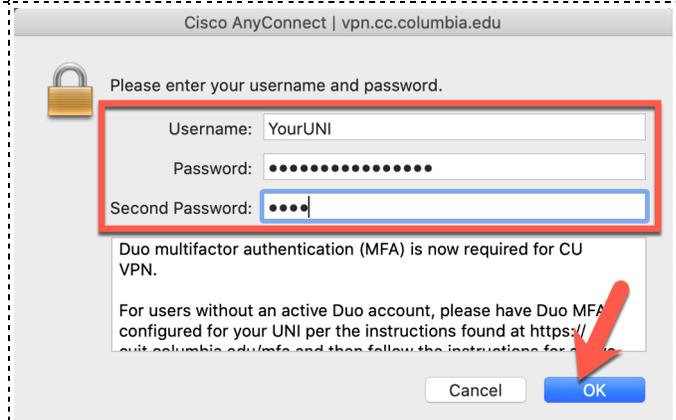
31. Click the gray **Connect** button



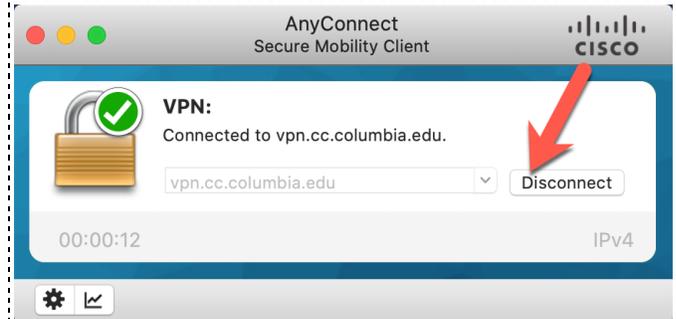
32. Enter your **UNI username and password**. Under second password enter **Push**.

33. Click the **OK** button.

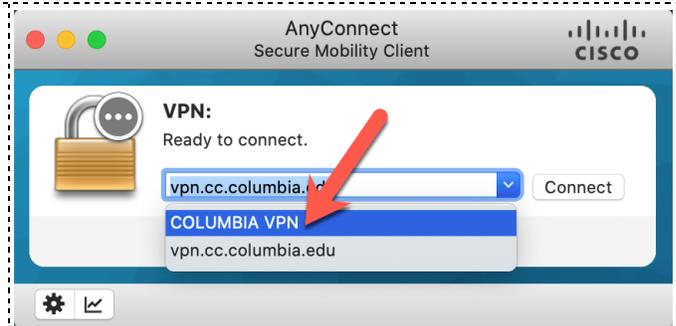
34. Approve the login request sent to your mobile device to establish a VPN connection



35. Click the gray **Disconnect** button.



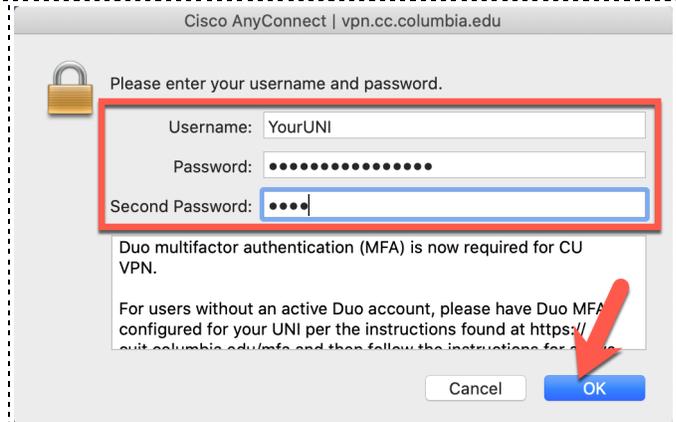
36. Using the drop down menu select **COLUMBIA VPN**. You will receive a prompt to login once more.



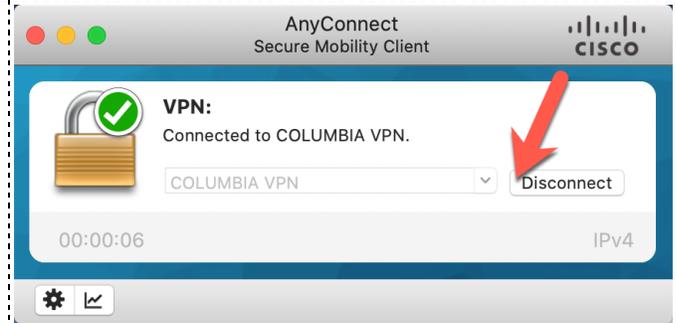
37. Enter your **UNI username and password**. Under Second Password enter **push**.

38. Click the **OK** button.

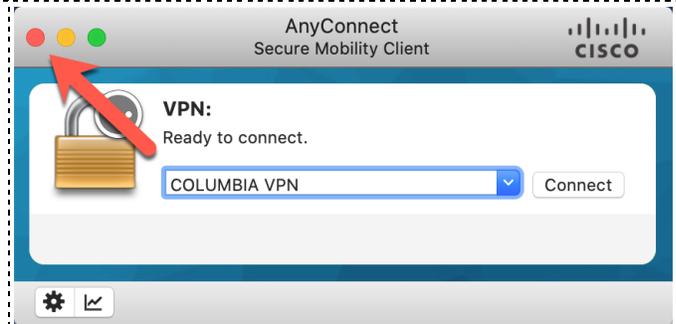
39. Approve the login request sent to your mobile device to establish a VPN connection



40. Click the gray **Disconnect** button



41. Click the red radio button to close the window.



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# Connecting to Shared Resources

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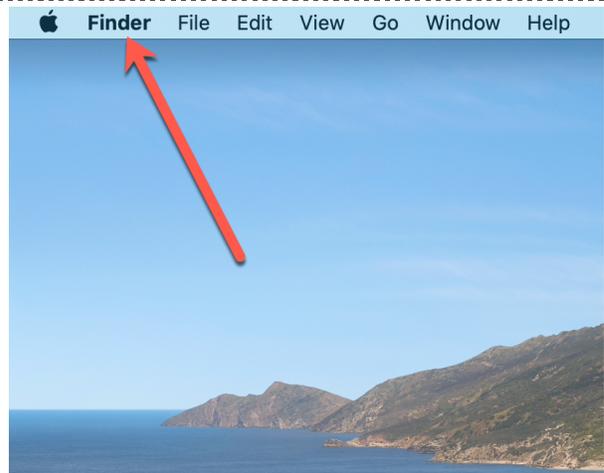
## Connecting to network drives

Network drives are storage devices connected to a network. The same way that a flash drive connects to your computer-the network drives are connected to the Law school network. The network drives are only accessible within the Law school network or security purposes.

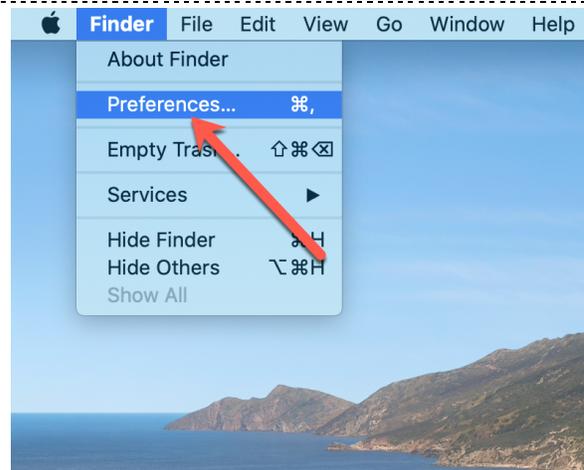
### G Drive:

The G drive is the name for shared storage on Law school network. We collaborate with others through the G drive. Please follow the steps to connect the G drive to your mac.

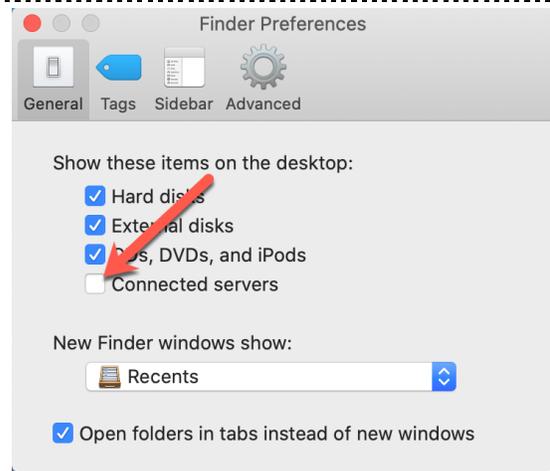
1. Click **Finder** located on the top-left of your screen.



2. Select the **Preferences...** option.



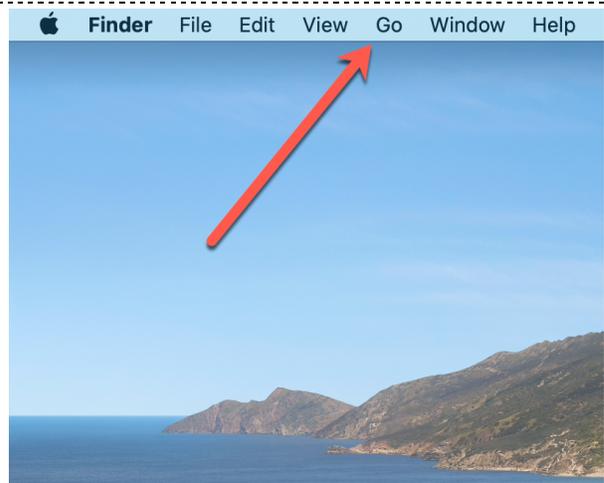
3. Select the **Connected servers** checkbox.



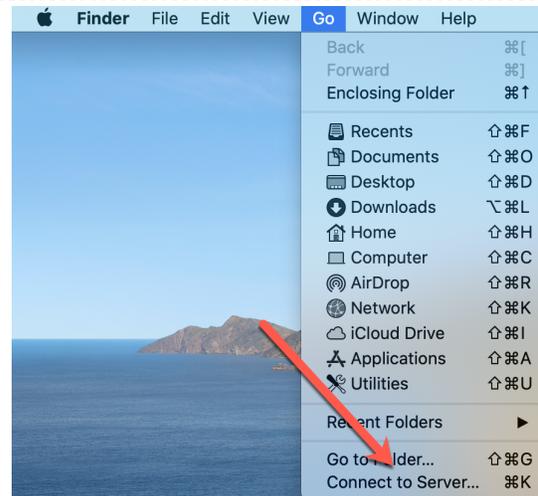
4. Select the red radio button to close the window.



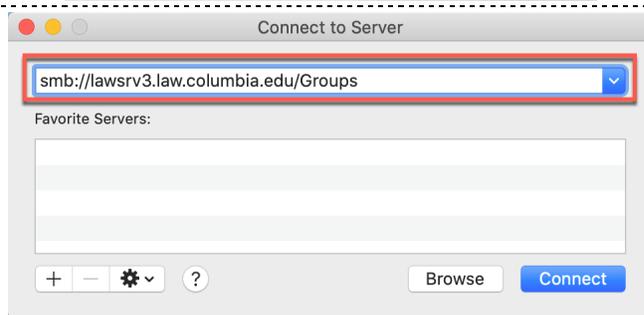
5. Click **Go** located on the top-left of your screen.



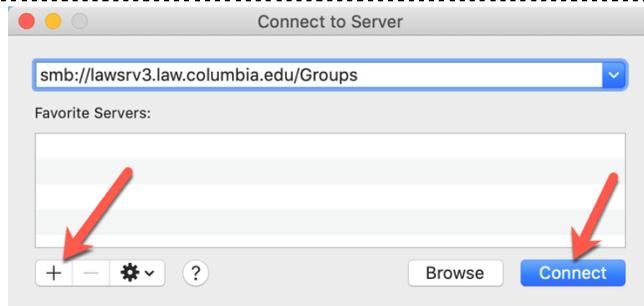
6. Click **Connect to Server...**



7. Enter  
**smb://lawsrv3.law.columbia.edu/Groups**



8. Click the **+** icon to add the server name to your favorites.  
9. Click the blue **Connect** button.



10. Under **Name:** enter:

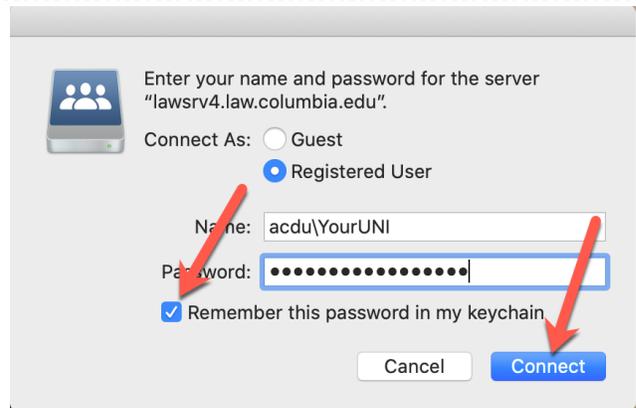
acdu\YourUNI

Under **Password:** enter:

YourUNI password



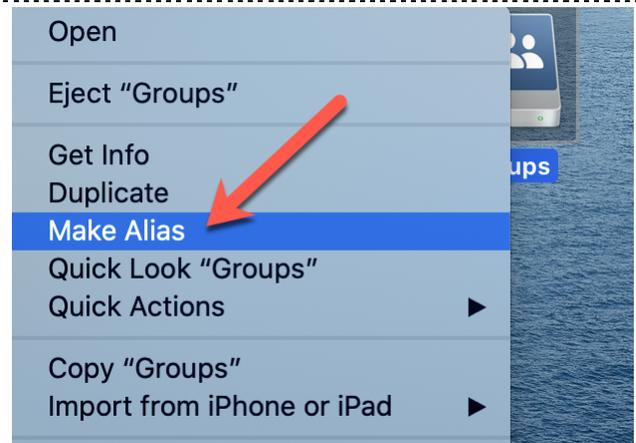
11. Select the **Remember this password in the keychain** checkbox.  
Click the blue **Connect** Button.



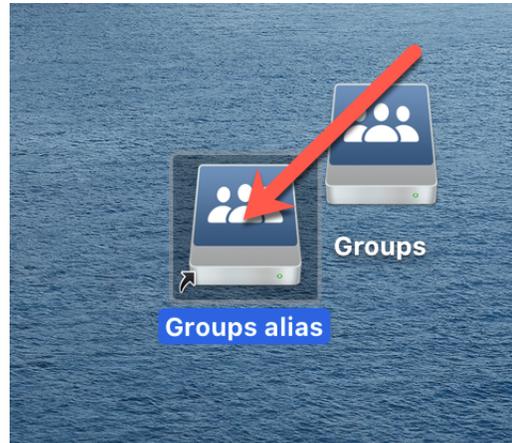
12. You will see the **Groups** drive appear on your desktop.



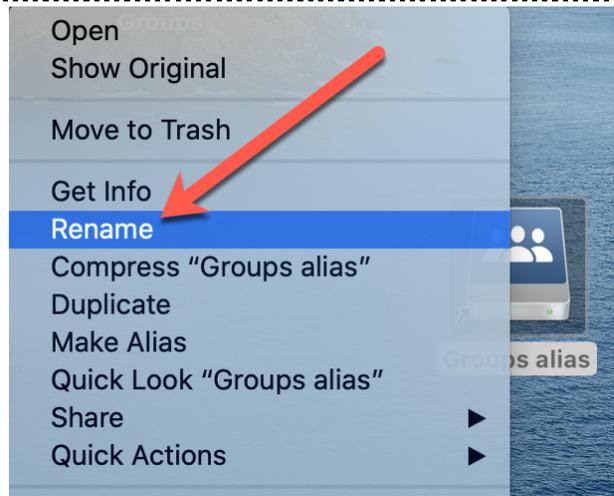
13. Right-Click on the **Groups** drive and select the **Make Alias** option.



14. An Alias of the drive will appear. Right-click the drive.



15. Select the **Rename** option.



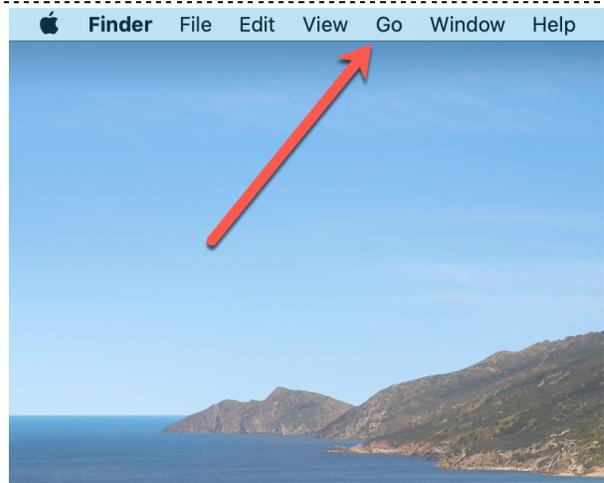
16. Rename the drive to **G Drive** and press the return key on your keyboard.



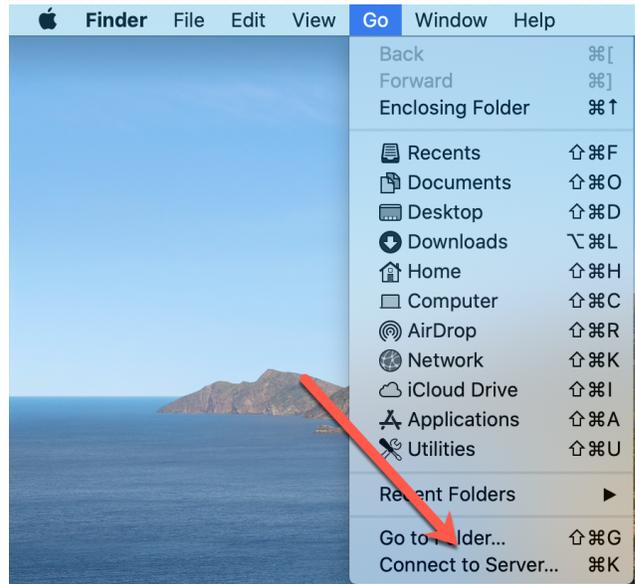
## H Drive:

The H drive is your personal space on the network. Only you have access to this network drive.

1. Click **Go** located on the top-left of your screen.

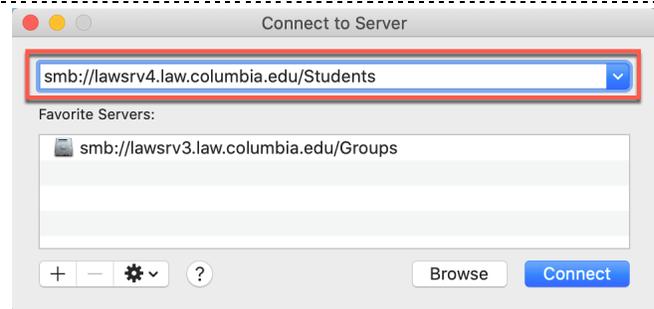


2. Click **Connect to Server...**

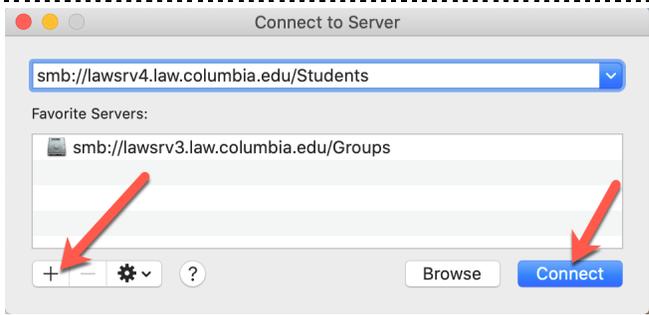


3. Enter

**smb://lawsrv4.law.columbia.edu/Students**



4. Click the **+** icon to add the server name to your favorites.
5. Click the blue **Connect** button.

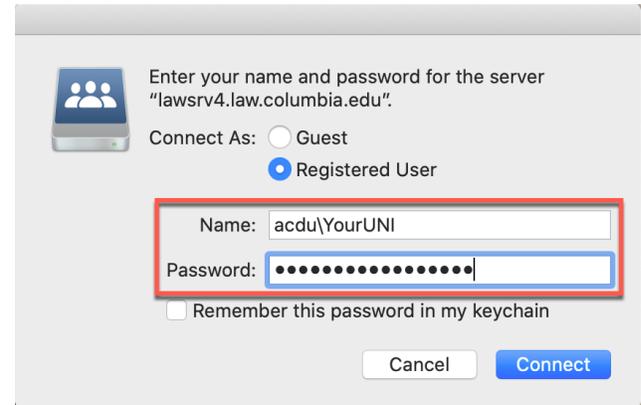


6. Under **Name:** Enter:

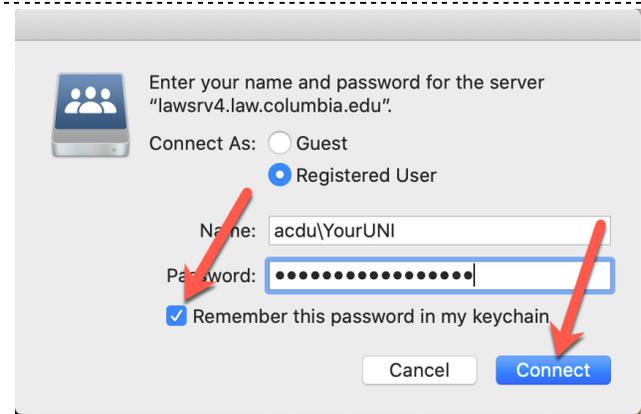
acdu\YourUNI

7. Under **Password:** Enter:

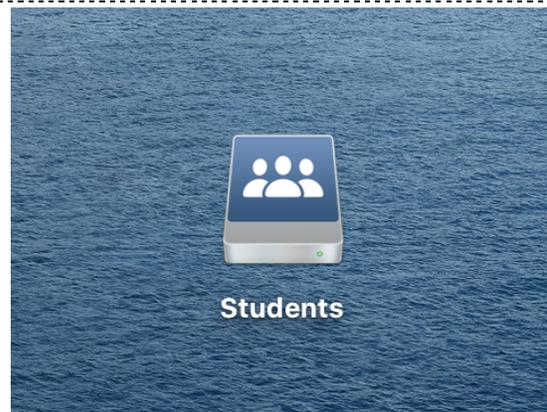
YourUNI password



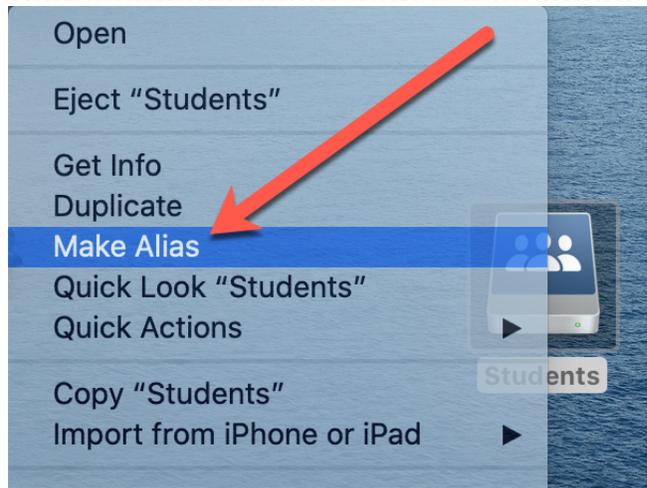
8. Select the **Remember this password in the keychain** checkbox.
9. Click the blue **Connect** Button.



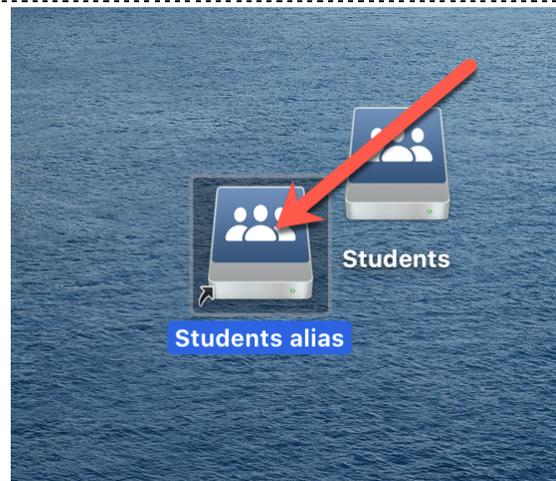
10. You will see the **Students** drive appear on your desktop.



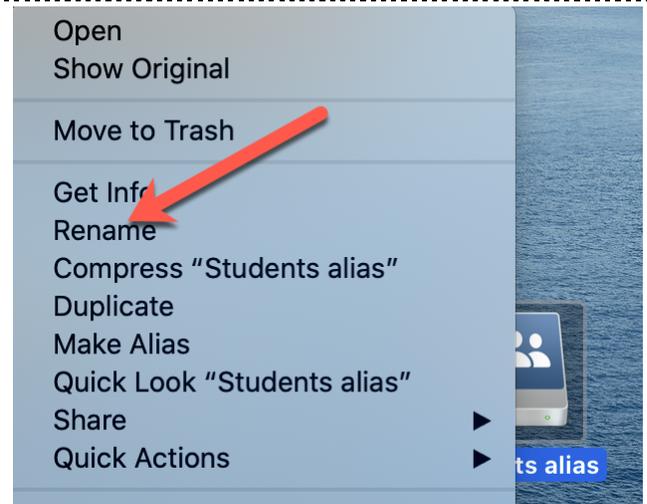
- 11. Right-click the **Students** drive.
- 12. Select the **Make Alias** option.



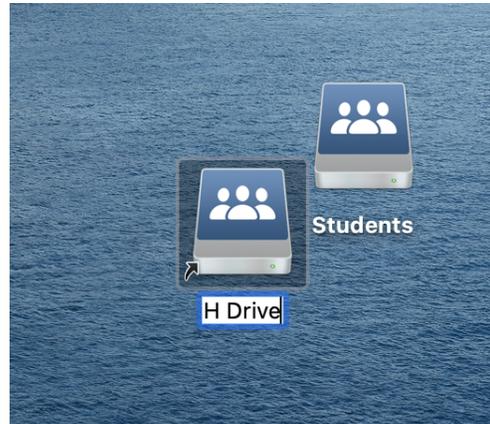
- 13. An Alias of the drive will appear.
- 14. Right-click the **Students** alias.



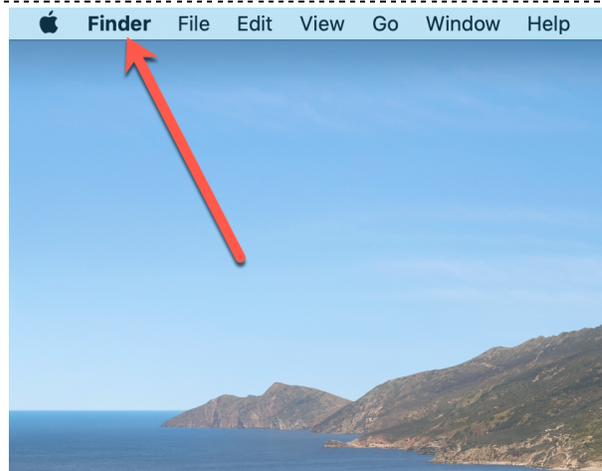
- 15. Select the **Rename** option.



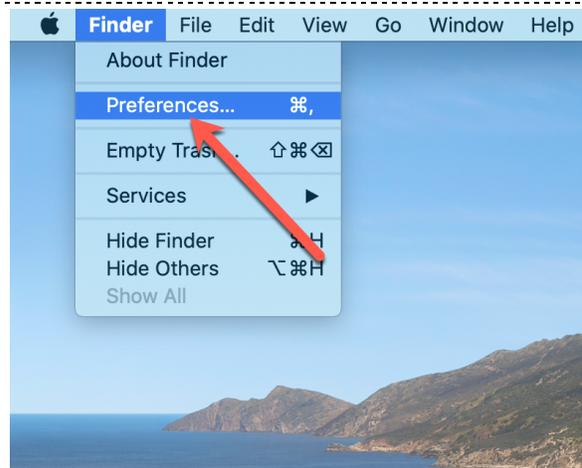
16. Rename the drive to **H Drive** and press the **enter/return** key on your keyboard.



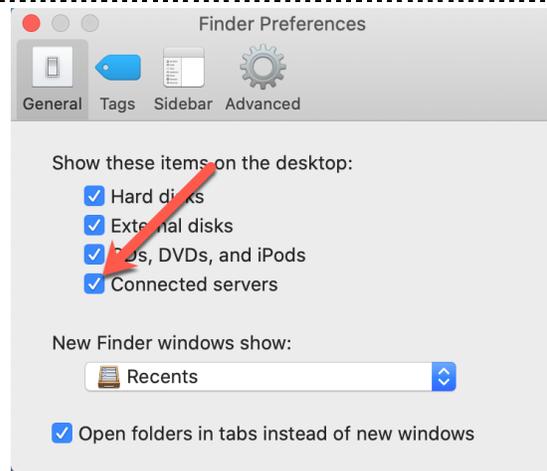
17. Click **Finder** located on the top-left of your screen.



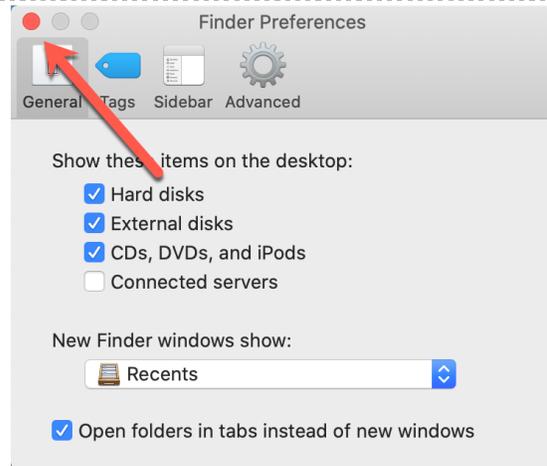
18. Select the **Preferences...** option.



19. Deselect the **Connected servers** checkbox.



20. Select the red radio button to close the window.



## Printing Quota and Print Release Stations

There are two very important things to know before printing documents to the networked printers in the Law School student labs. This applies when printing from the labs, or, your computer.

- **You have a Printing Quota:**
  - a. You can print a total of **4000 pages for the entire academic year**
  - b. If your quota runs out, you must purchase additional pages, at **5 cents a page** for black and white pages and 20 cents per page for color from the Circulation Desk, at the entrance to the Library, on the 3<sup>rd</sup> floor.
  - c. **Your pages are available until July 31<sup>st</sup>** following the end of the Academic Year.
  - d. **Unused pages DO NOT roll-over** to the following year. If you have 100 pages left on July 31<sup>st</sup>, you will only receive the normal 4000 pages for the next Academic Year, beginning August 1<sup>st</sup>.
  - e. **If your job does not print properly**, for whatever reason (low toner reading, poor quality, paper jams, faded ink, etc.), let the Lab Consultant (LC) in the 2<sup>nd</sup> floor computer lab know of the problem, immediately. We will reimburse you the total amount of pages you have lost. You must bring the problem to our attention the same day, ideally, at the same time the problem occurs. We cannot reimburse you for lost pages after the fact.

- **To print, you must use the Print Release Station(s)**

When you send a job to print from either your Mac, or, from the student lab computers you will need to release the print job to the network printer before it will print out of the printer. To release the job:

1. Walk up to the Release Station
  - a. One is located to the right of the large printers in the 2<sup>nd</sup> floor student lab
  - b. The other is the first computer, to the right of the printers in the 3<sup>rd</sup> floor student lab.
2. A list of UNIs will appear – find Your UNI in the list and double-click on it.
3. Enter Your UNI password.
4. A list of jobs you have sent to print will appear.
  - a. Double-click on your print job(s) and select the printer that you want to print to.
  - b. Your print job(s) should start printing from the printer you selected.

# Configuring Network Printers

Content

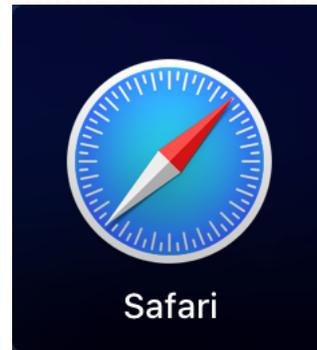
## Download and Install HP software:

The HP software will allow for more print options and features when printing large documents with dense graphics.

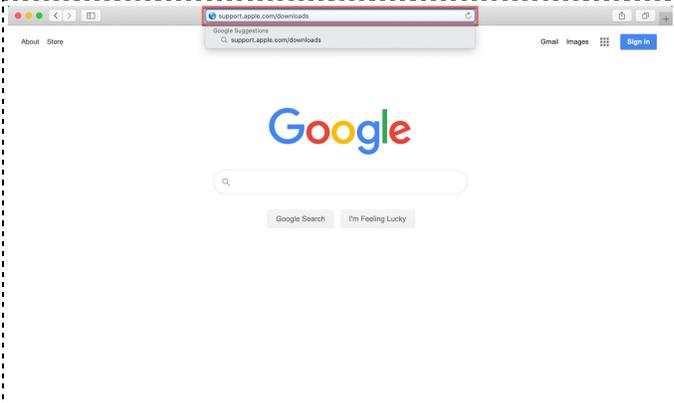
1. Press the F4 key on your keyboard to open **Launchpad**.



2. Type: **Safari**, then click **Safari** from the App search list.

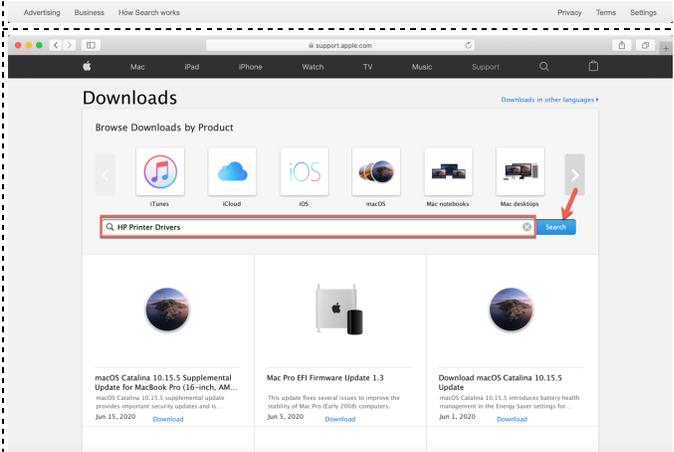


3. Visit the **support.apple.com/downloads** website.

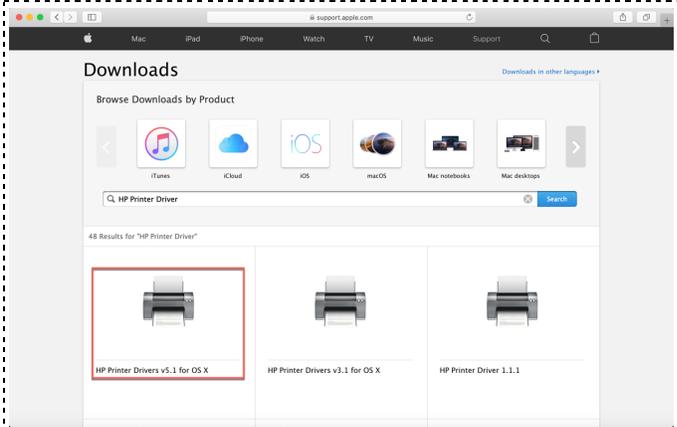


4. Enter **HP Printer Drivers** in the search bar.

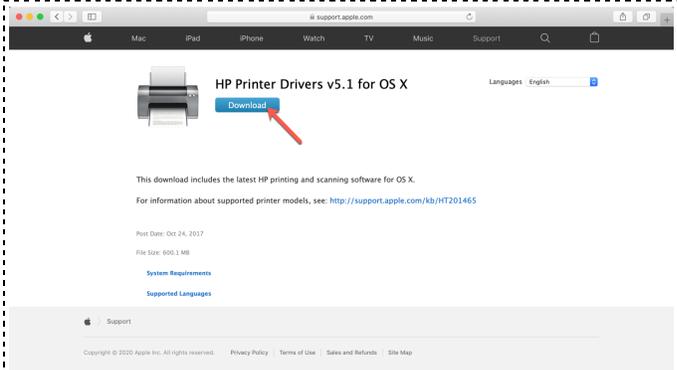
5. Click the blue **Search** button.



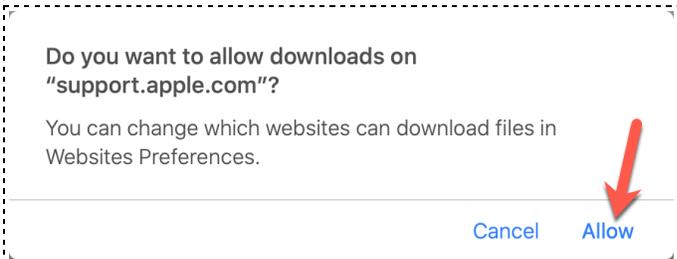
6. Double click the **HP Printer Drivers v5.1 for OS X** from the search list.



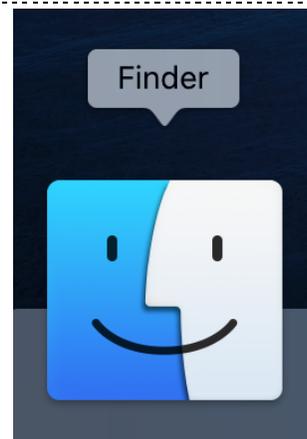
7. Click the blue **Download** button.



8. Click the **Allow** option.

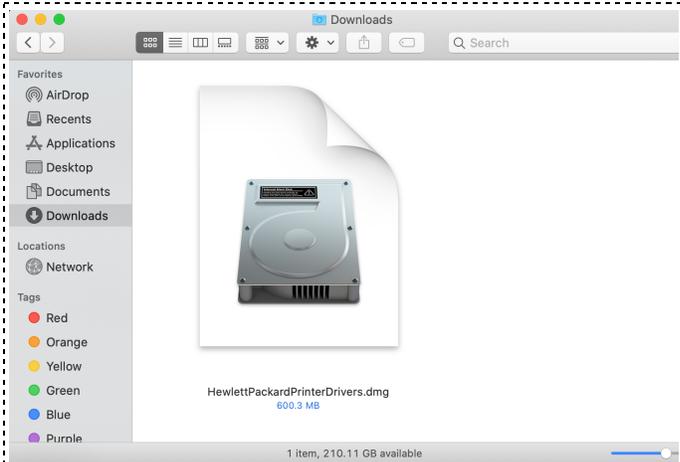


9. Click the **Finder** icon located on the bottom left side of the screen.

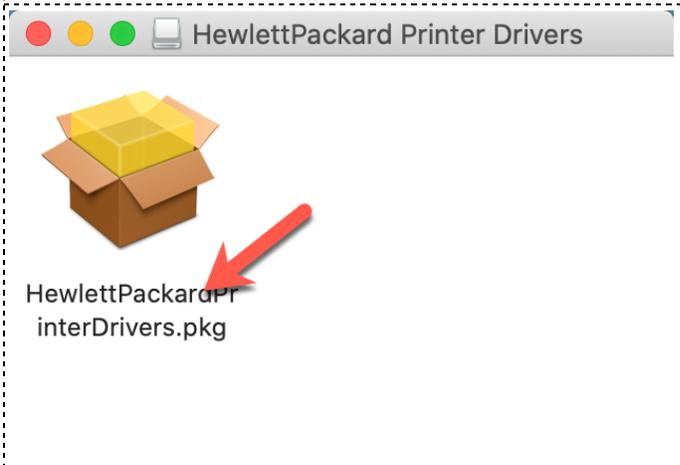


10. Click the **Downloads** option.

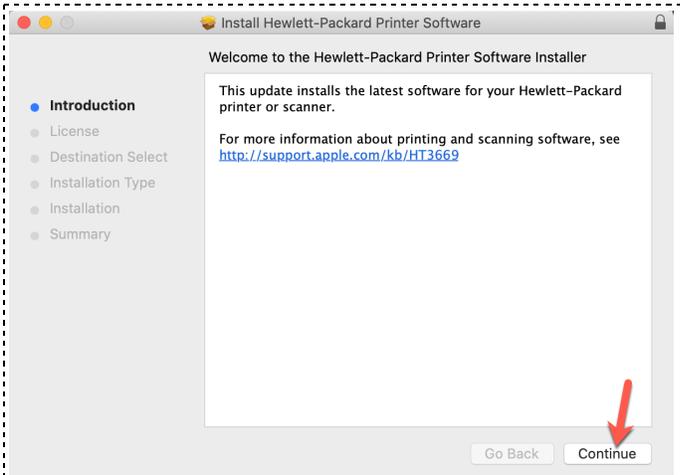
11. Double-click the **HewlettPackardPrinterDrivers.dmg** file.



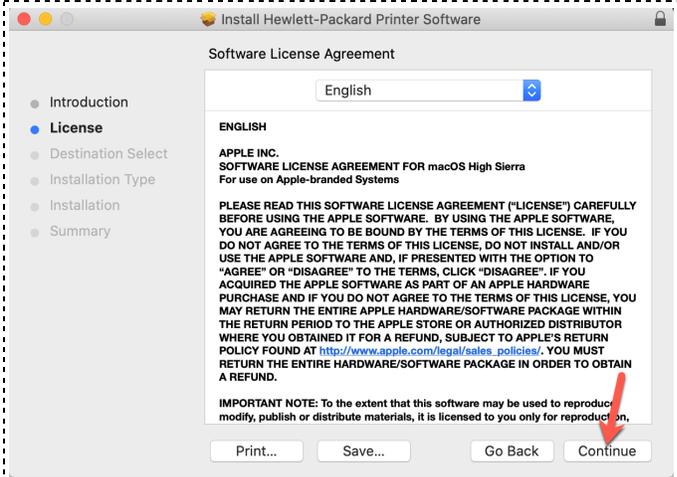
12. Double-click the **HewlettPackardPrinterDrivers.pkg** file.



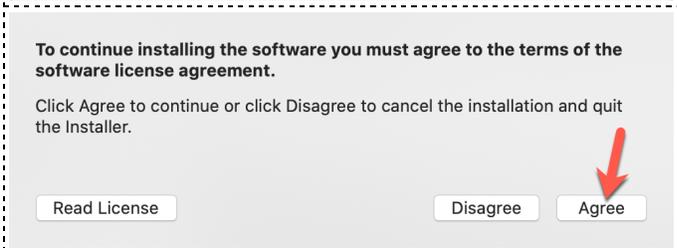
13. Click the **Continue** button.



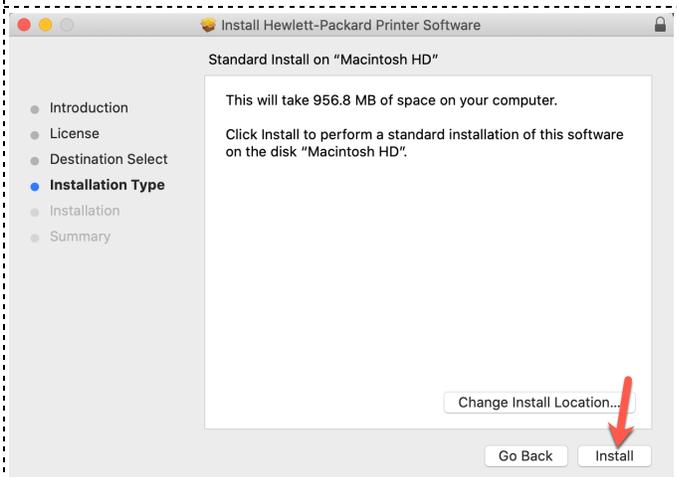
14. Click the **Continue** button.



15. Click the **Agree** button.

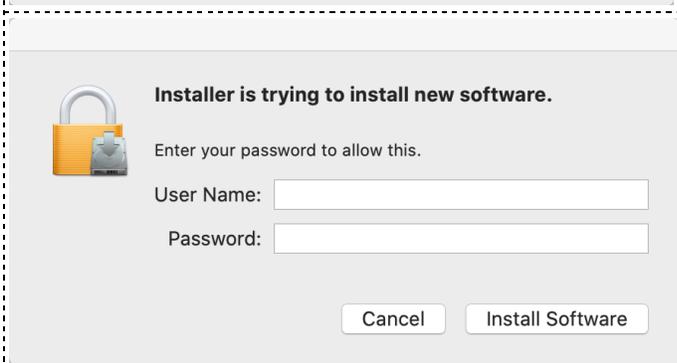


16. Click the **Install** button.

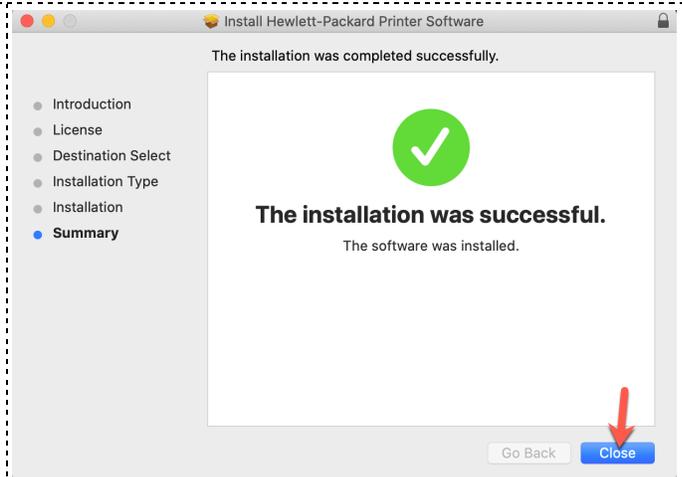


17. Enter your Mac's **User Name and password**.

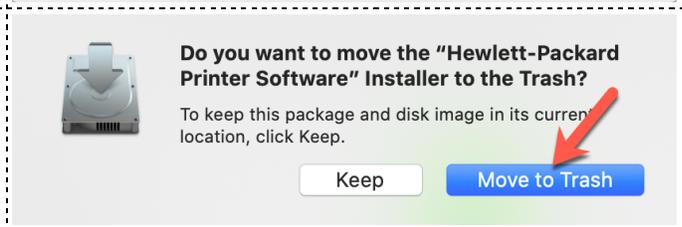
18. Click the blue **Install Software** button



19. Click the blue **Close** button.



20. Click the blue **Move to Trash** button.



## 3<sup>rd</sup> Floor Lab

### Content

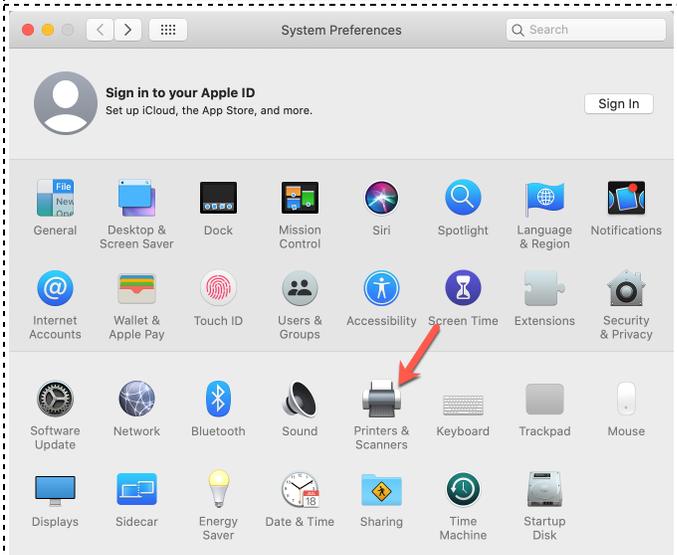
1. Press the F4 key on your keyboard to open **Launchpad**.



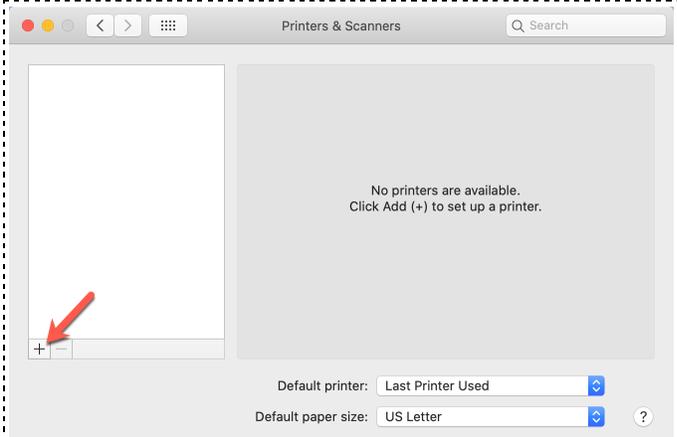
2. Type: **System**, then click **System Preferences** from the App search list.



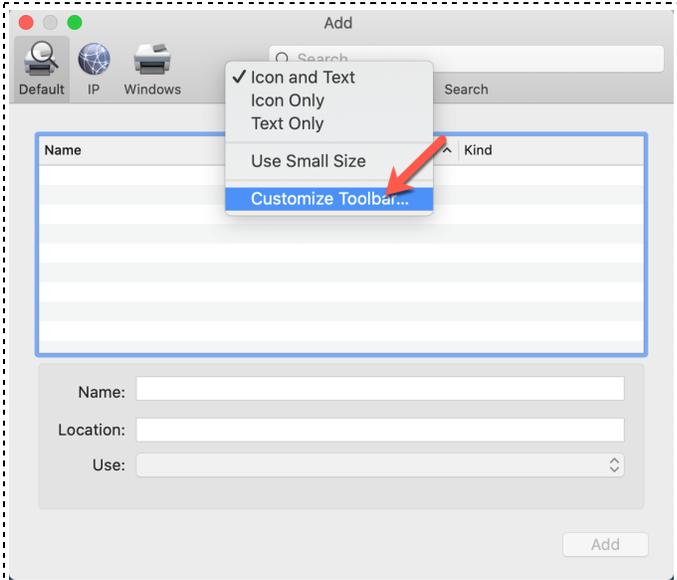
3. Click **Printers and Scanners** option.



4. Click the **+** button to add a new printer.



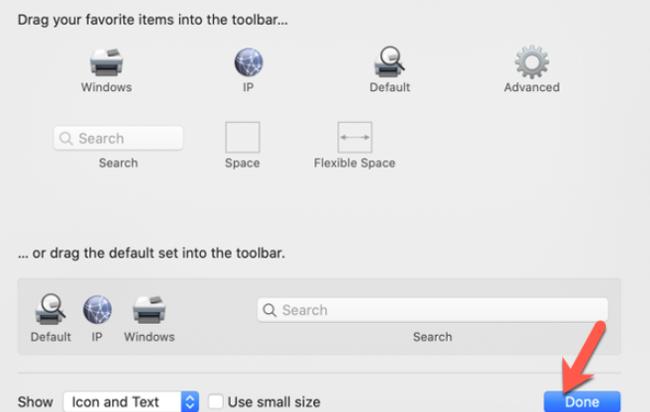
5. Right click on gray toolbar area.
6. Click the **Customize Toolbar...** option.



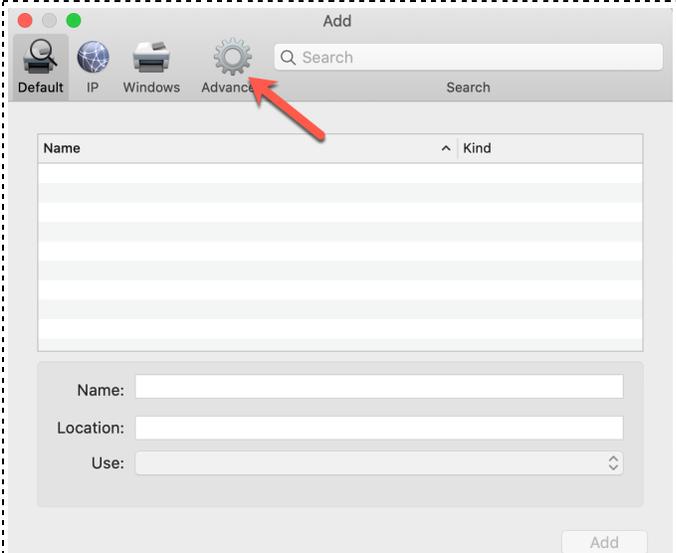
7. Click and hold down the trackpad or mouse on the **Advanced** gear icon.
8. Drag the **Advanced** gear icon over to the gray toolbar area.
9. Let go of the trackpad to drop the **Advanced** gear icon into place.



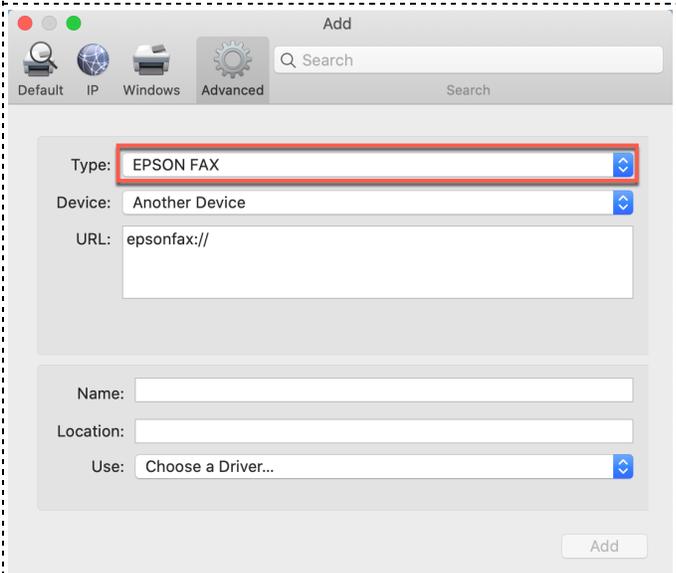
10. Click the blue **Done** button.



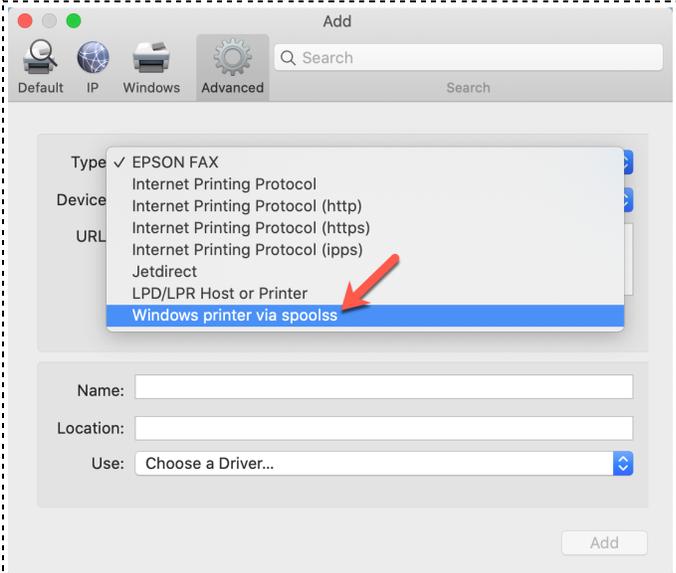
11. Click the **Advanced** gear icon.



12. Next to **Type:** click on the drop down menu.

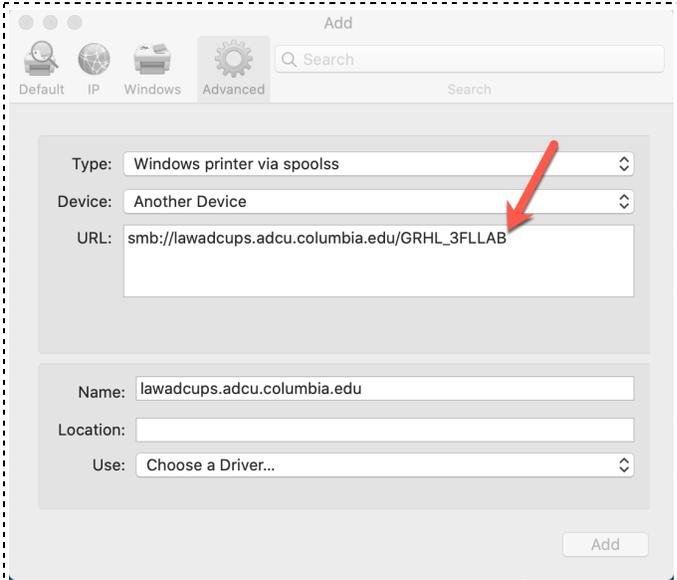


13. Click the **Windows printer via spoolss** option.



14. Under **URL:** enter:

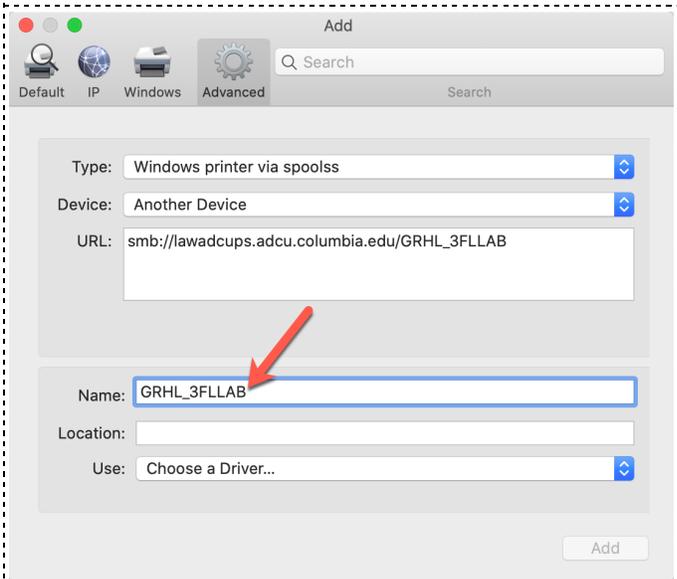
**lawadcups.adcu.columbia.edu/GRHL\_3FLLAB**



The screenshot shows the 'Add' printer dialog box in a Mac OS environment. The 'Type' is set to 'Windows printer via spoolss', 'Device' is 'Another Device', and 'URL' is 'smb://lawadcups.adcu.columbia.edu/GRHL\_3FLLAB'. Below this, 'Name' is 'lawadcups.adcu.columbia.edu', 'Location' is empty, and 'Use' is 'Choose a Driver...'. A red arrow points to the 'URL' field.

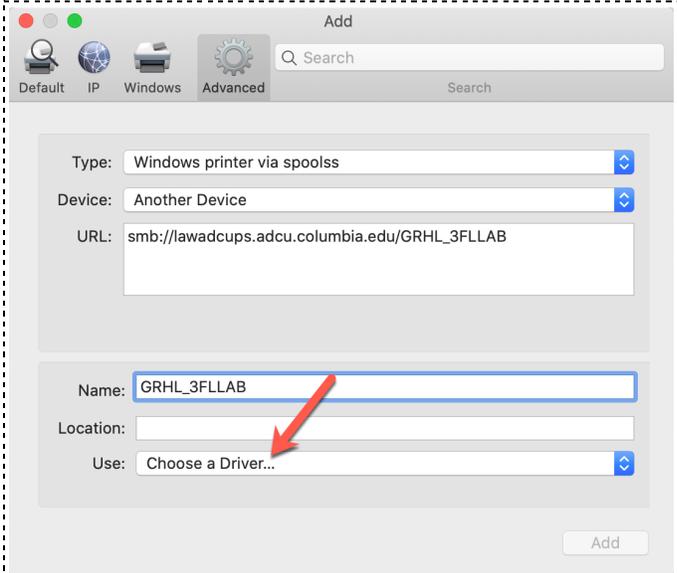
15. Under **Name:** enter:

**GRHL\_3FLLAB**



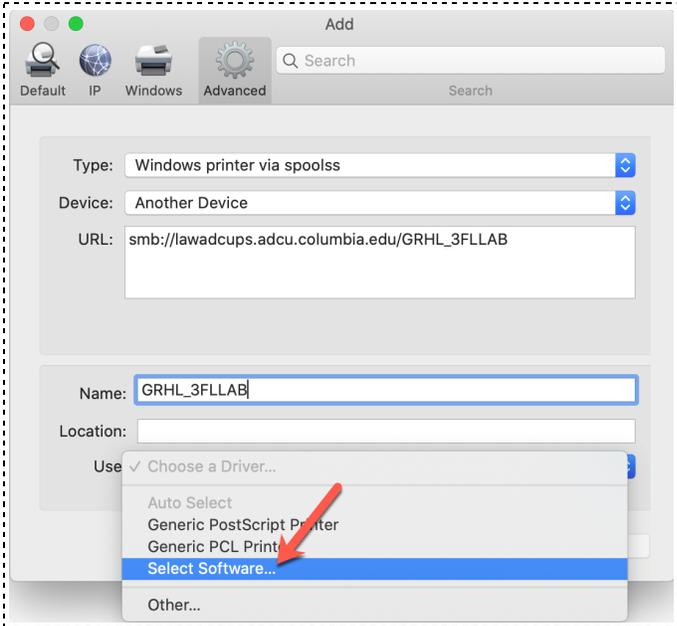
The screenshot shows the 'Add' printer dialog box. The 'URL' field remains 'smb://lawadcups.adcu.columbia.edu/GRHL\_3FLLAB'. The 'Name' field now contains 'GRHL\_3FLLAB'. A red arrow points to the 'Name' field.

16. Next to **Use:** click on the drop down menu.



The screenshot shows the 'Add' printer dialog box. The 'Name' field is 'GRHL\_3FLLAB'. A red arrow points to the drop-down arrow of the 'Use' field, which is currently set to 'Choose a Driver...'. The 'URL' field is 'smb://lawadcups.adcu.columbia.edu/GRHL\_3FLLAB'.

17. Click the **Select Software...** option.

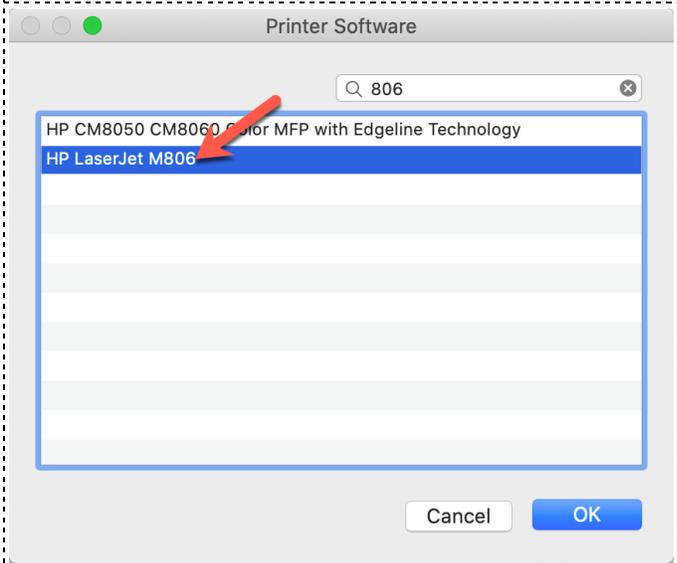


18. In the search bar, type:

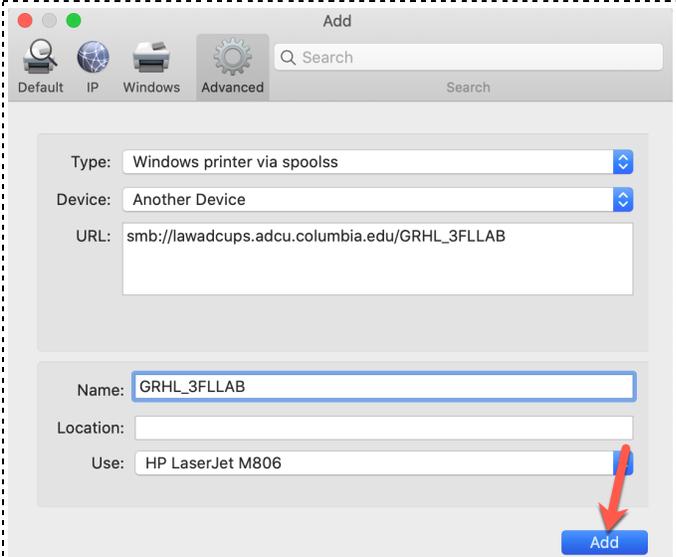
**806**

19. Click **HP Laserjet M806** from the search list.

20. Click the blue **OK** button.



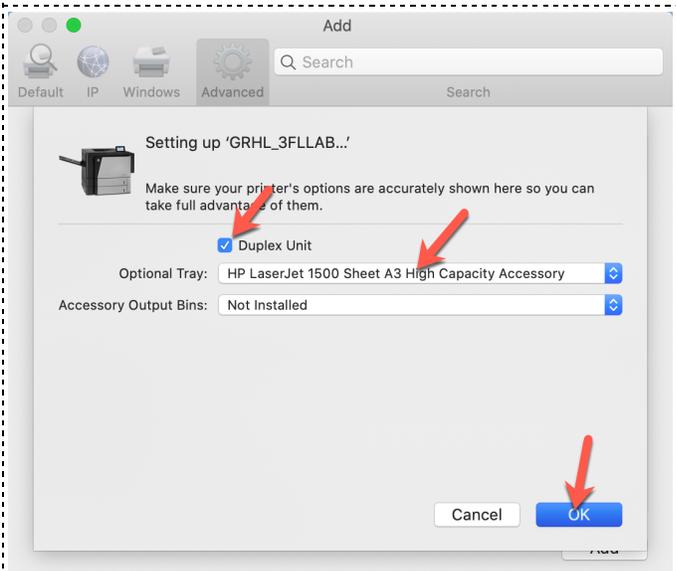
21. Click the blue **Add** button.



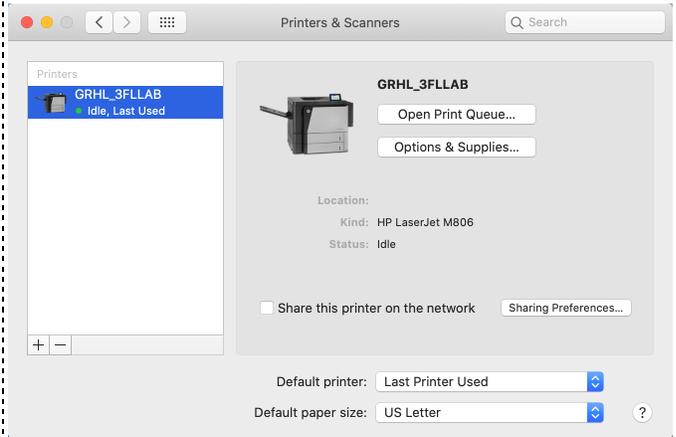
22. Click the **Duplex unit** checkbox.

23. Under **Optional Tray**: Select the **HP Laserjet 3500-sheet High-capacity Accessory** tray from the drop down menu.

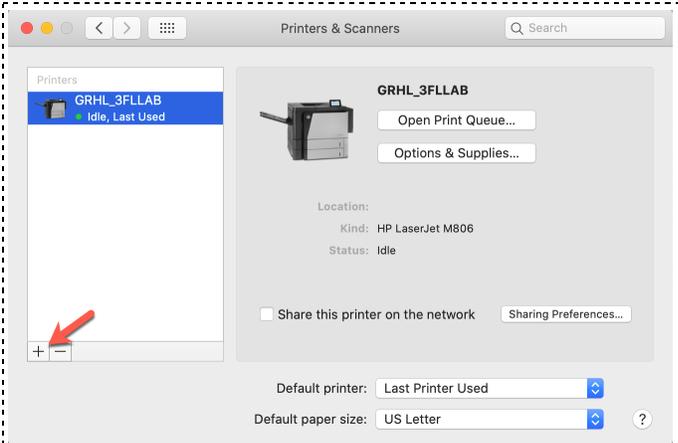
24. Click the blue **OK** button.



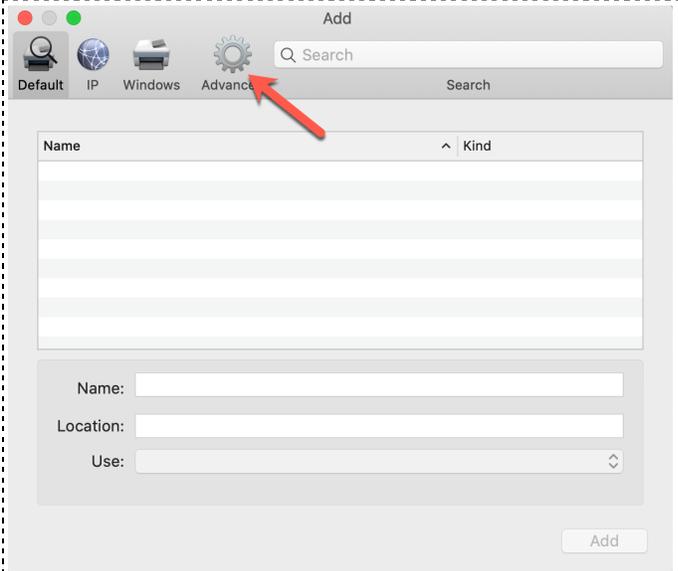
25. **GRHL\_3FLLAB** will show up under the listed printers.



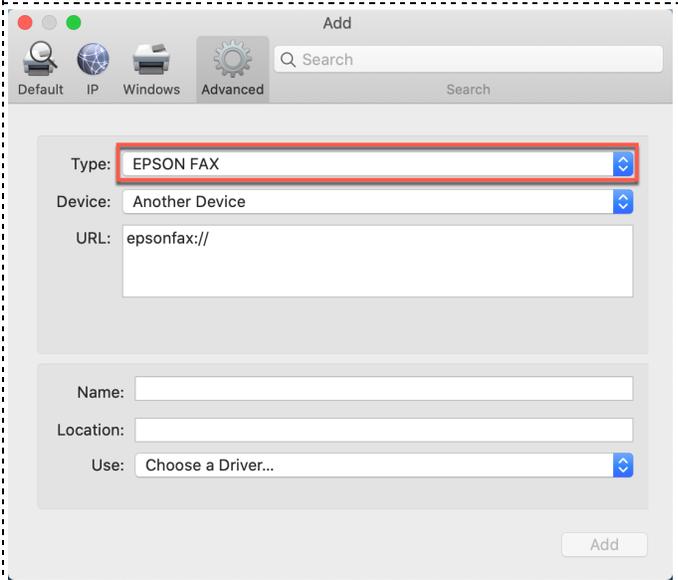
26. Click the + button to add a new printer.



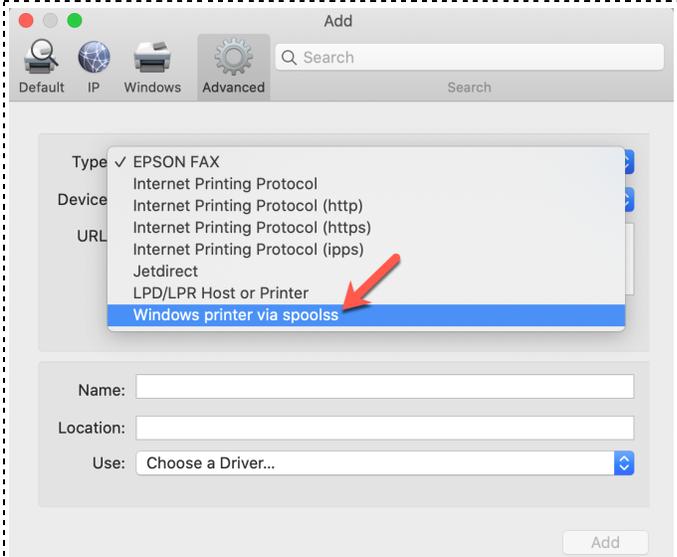
27. Click the **Advanced** gear icon.



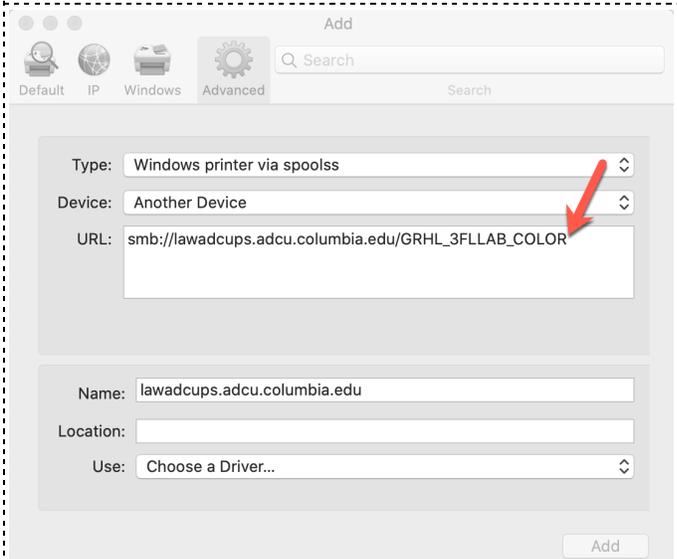
28. Next to **Type:** Click on the drop down menu.



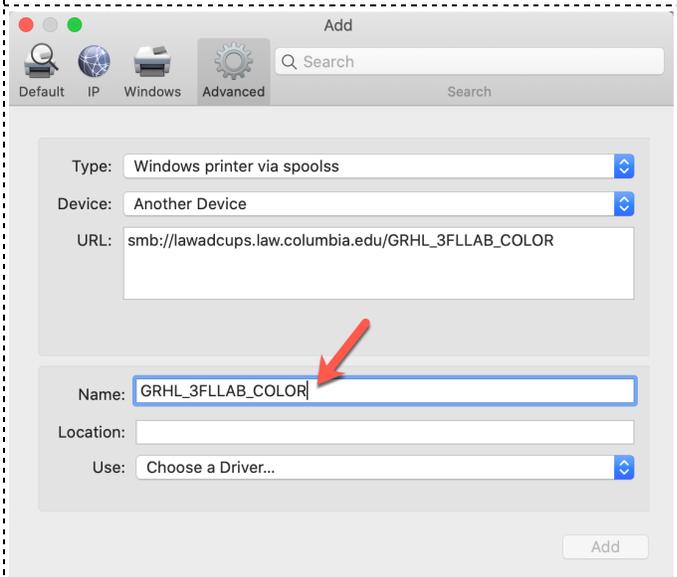
29. Select the **Windows printer via spoolss** option.



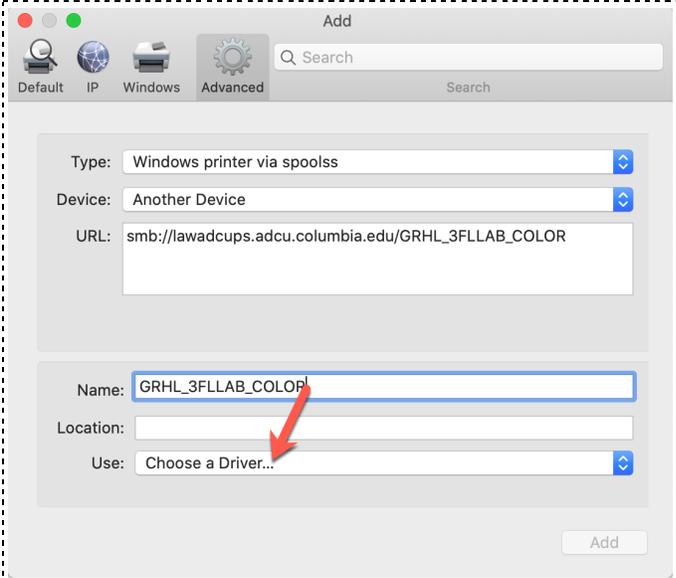
30. Under **URL:** enter:  
**lawadcups.adcu.columbia.edu/GRHL\_3FLLAB\_COLOR**



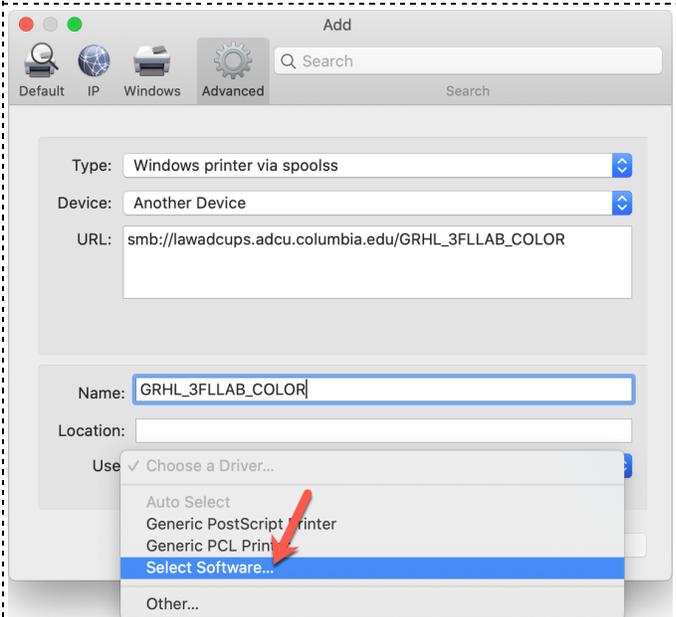
31. Under **Name:** enter:  
**GRHL\_3FLLAB\_COLOR**



32. Next to **Use:** click on the drop down menu.



33. Click the **Select Software...** option.

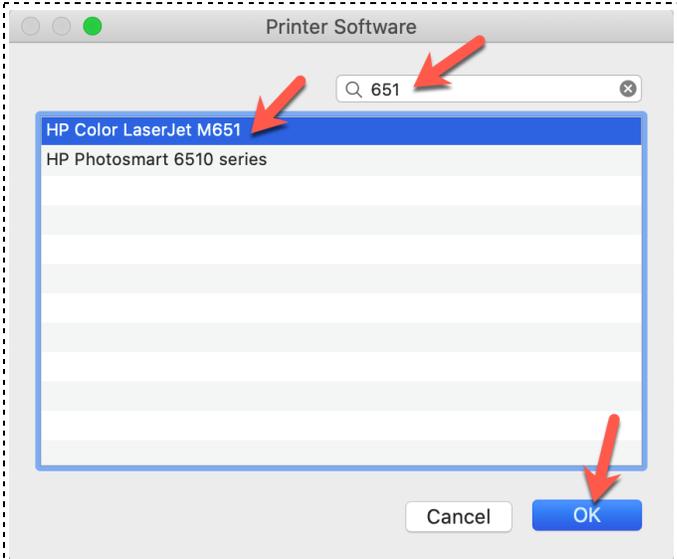


34. In the search bar, type:

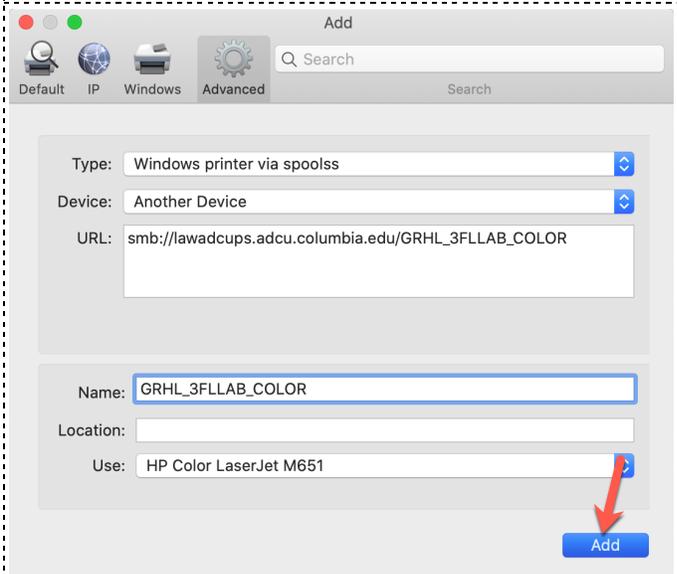
**651**

35. Click **HP Color Laserjet M651** from the search list.

36. Click the blue **OK** button.



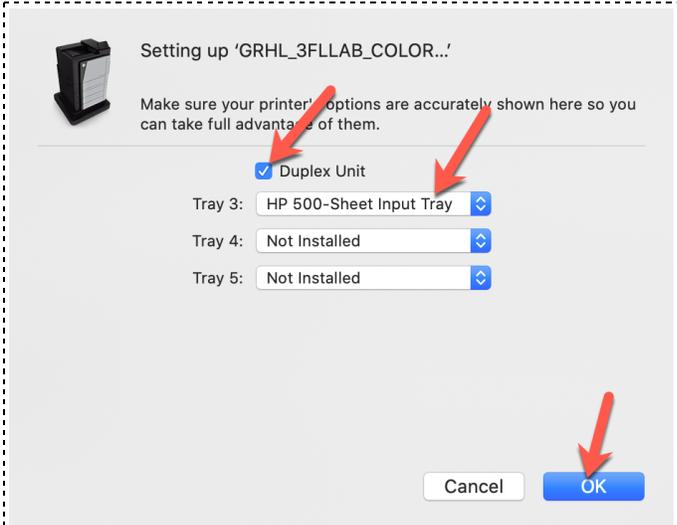
37. Click the blue **Add** button.



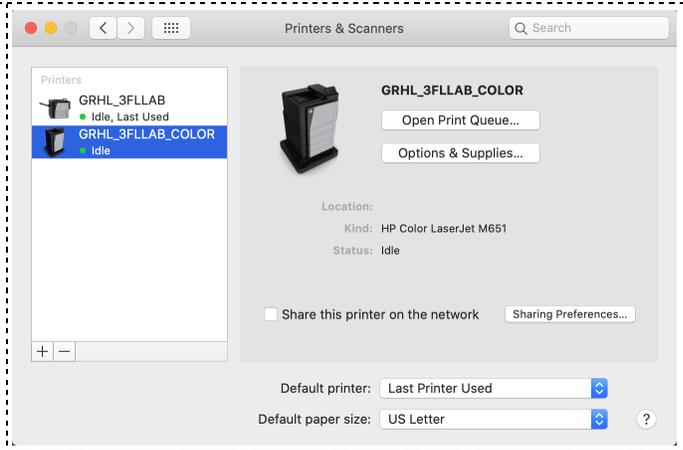
38. Check the **Duplex unit** checkmark.

39. Under **Tray 3**: Select the **HP 500-Sheet Input Tray** from the drop down menu.

40. Click the blue **OK** button.



41. **GRHL\_3FLLAB\_COLOR** will show up under the listed printers.



## 2<sup>nd</sup> Floor Lab

### Content

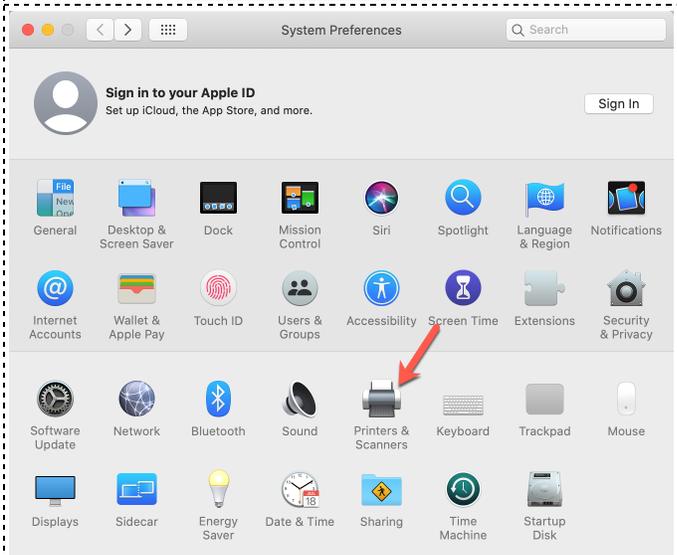
1. Press the F4 key on your keyboard to open **Launchpad**.



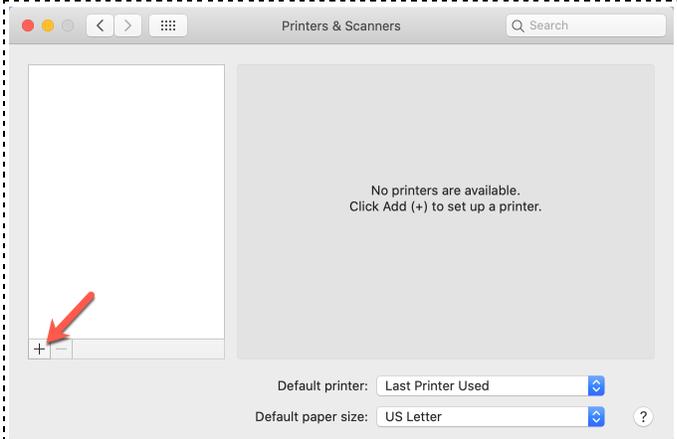
2. Type: **System**, then click **System Preferences** from the App search list.



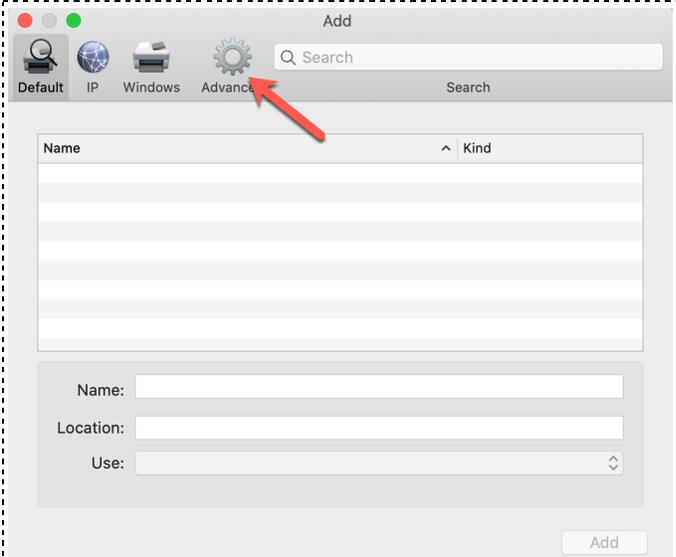
3. Click **Printers and Scanners** option.



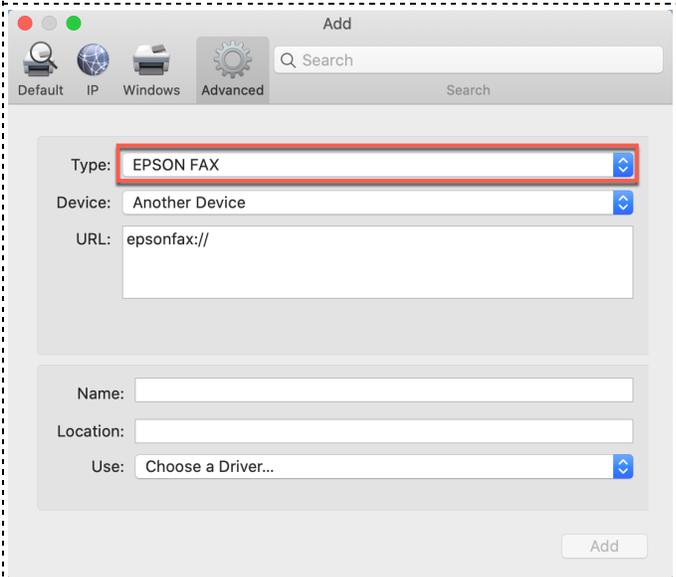
4. Click the **+** button to add a new printer.



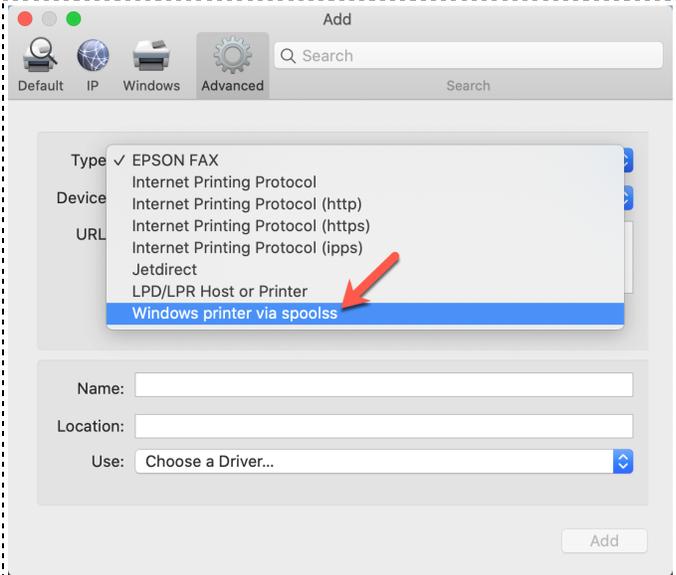
5. Click the **Advanced** gear icon.



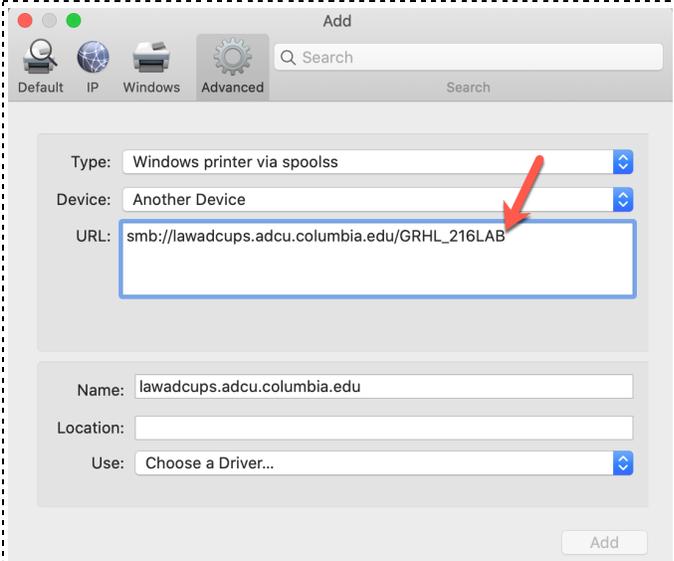
6. Next to **Type:** click on the drop down menu.



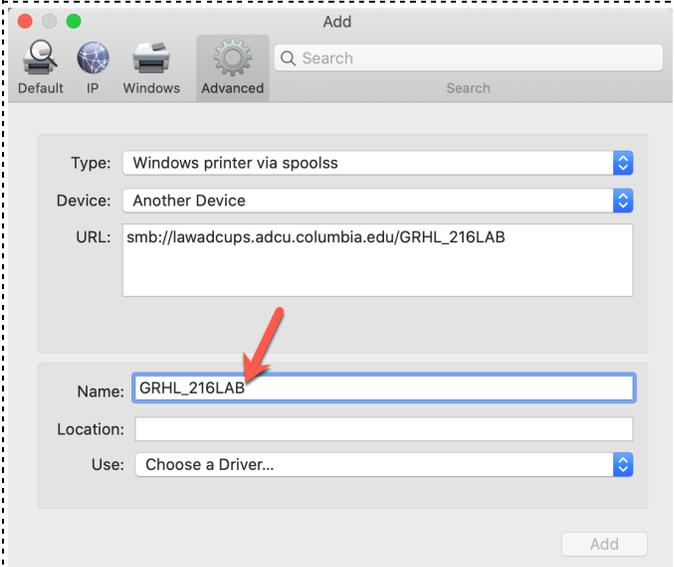
7. Select the **Windows printer via spoolss** option.



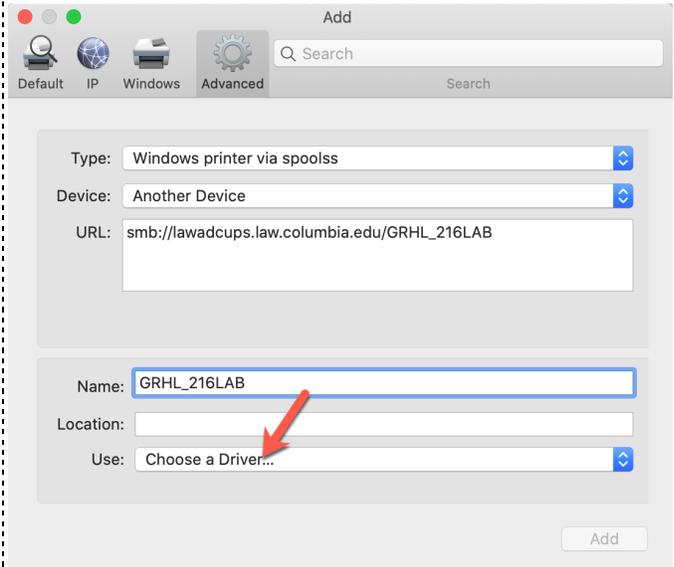
8. Under **URL:** enter:  
**lawadcups.adcu.columbia.edu/GRHL\_216LAB**



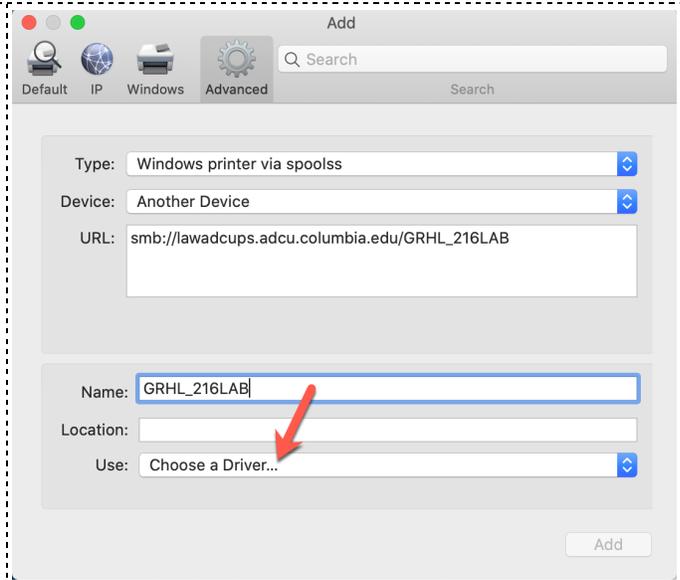
9. Under **Name:** enter:  
**GRHL\_216LAB**



10. Next to **Use:** click on the drop down menu.



11. Click the **Select Software...** option.

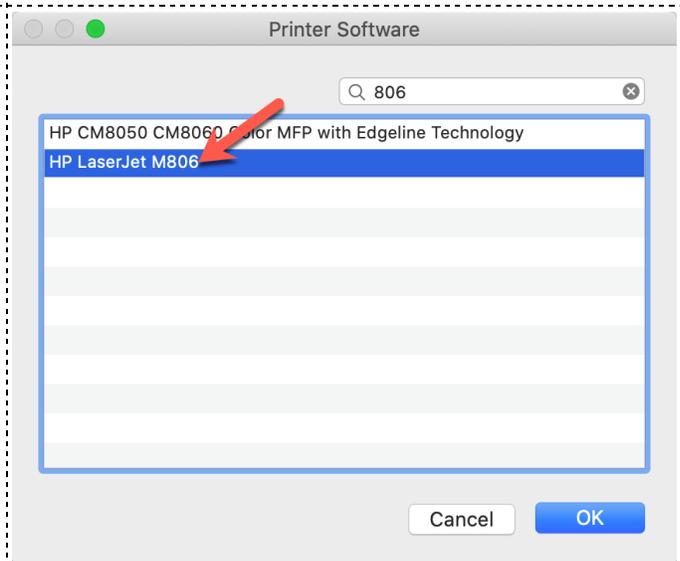


12. In the search bar, type:

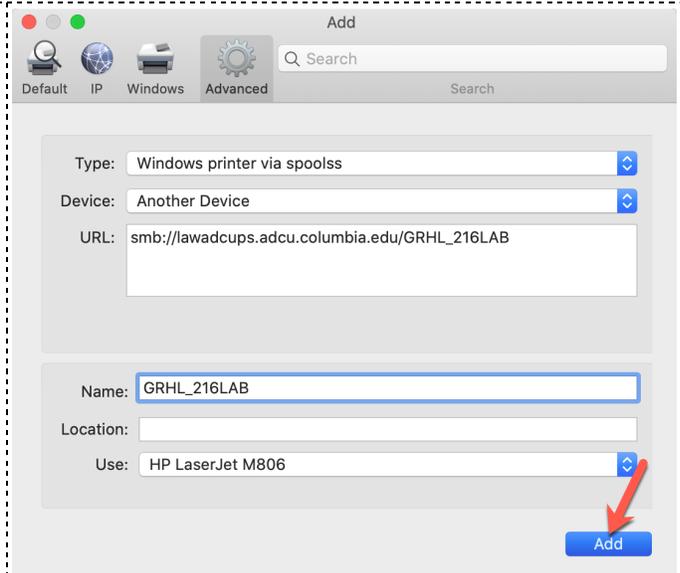
**806**

13. Click **HP Laserjet M806** from the search list.

14. Click the blue **OK** button.



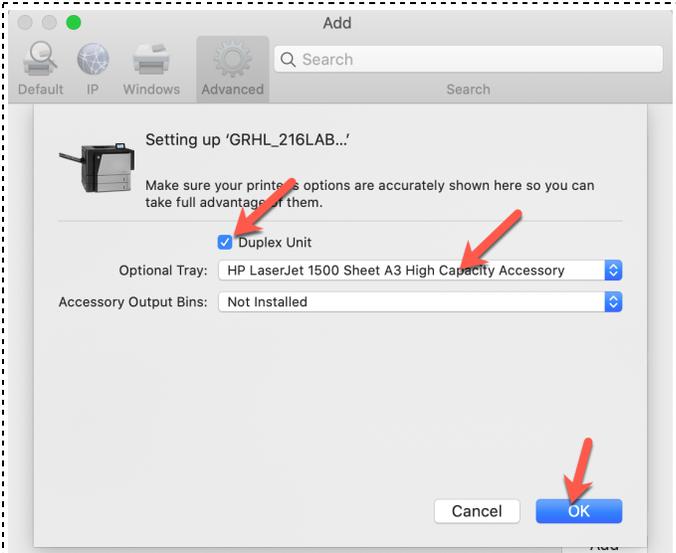
15. Click the blue **Add** button.



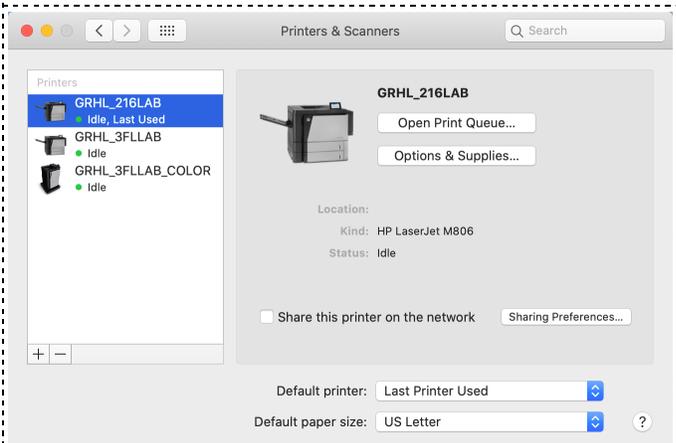
16. Check the **Duplex unit** checkbox.

17. Under **Optional Tray**: Select the **HP Laserjet 3500-sheet High-capacity Tray** from the drop down menu.

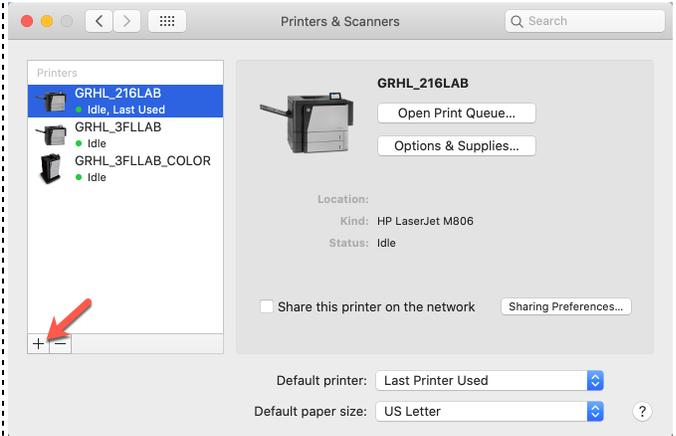
18. Click the blue **OK** button.



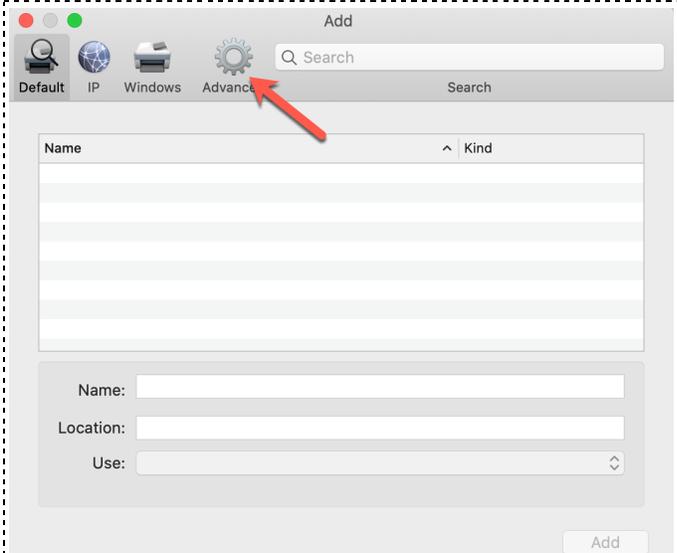
19. **GRHL\_216LAB** will show up under the listed printers.



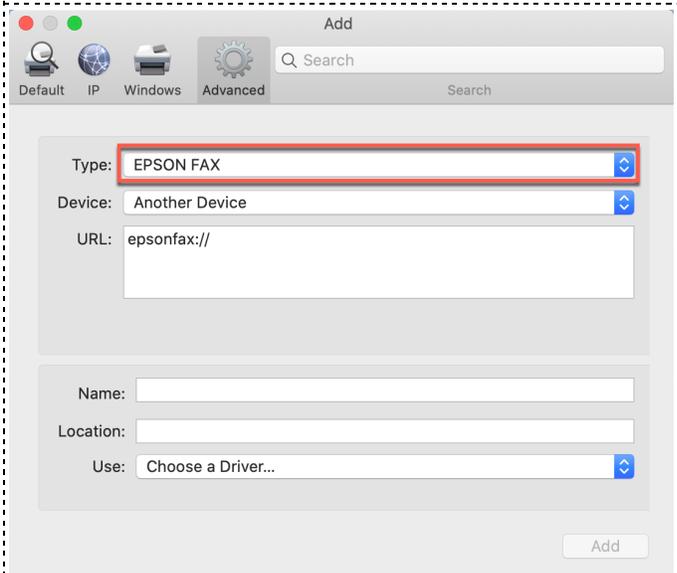
20. Click the **+** button to add a new printer.



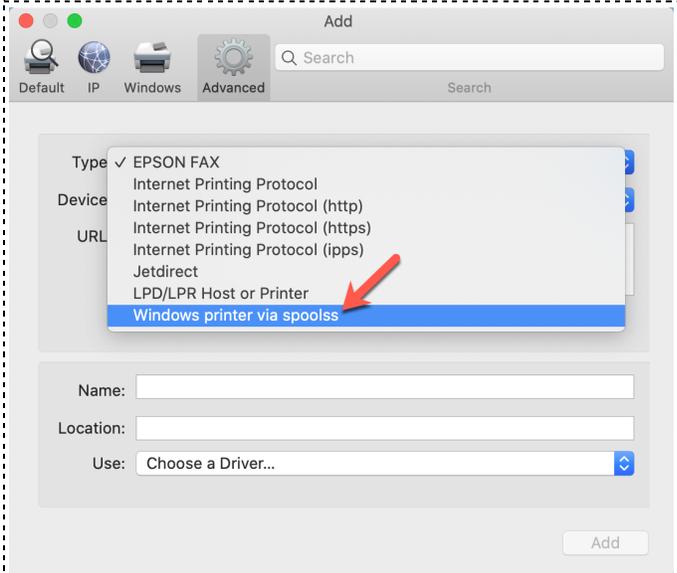
21. Click the **Advanced** gear icon.



22. Next to **Type:** click on the drop down menu.

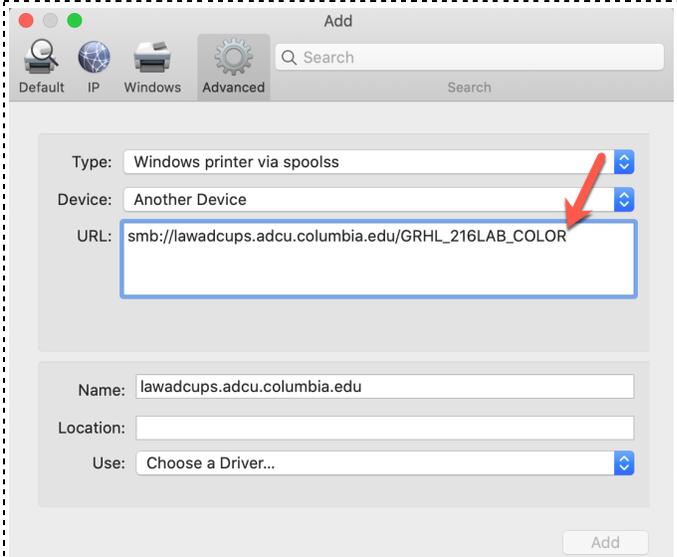


23. Click the **Windows printer via spoolss** option.



24. Under **URL:** enter:

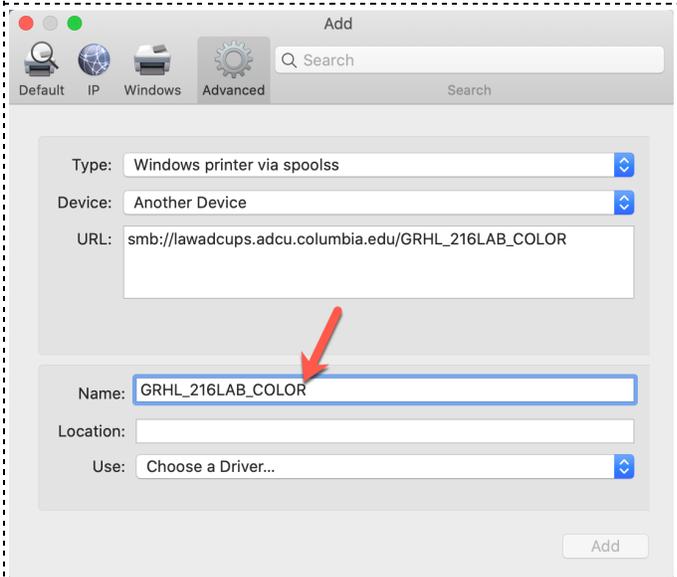
**lawadcups.adcu.columbia.edu/GRHL\_216LAB\_COLOR**



The screenshot shows the 'Add' dialog box in macOS System Preferences. The 'Type' is set to 'Windows printer via spoolss', 'Device' is 'Another Device', and 'URL' is 'smb://lawadcups.adcu.columbia.edu/GRHL\_216LAB\_COLOR'. The 'Name' field contains 'lawadcups.adcu.columbia.edu'. A red arrow points to the 'URL' field.

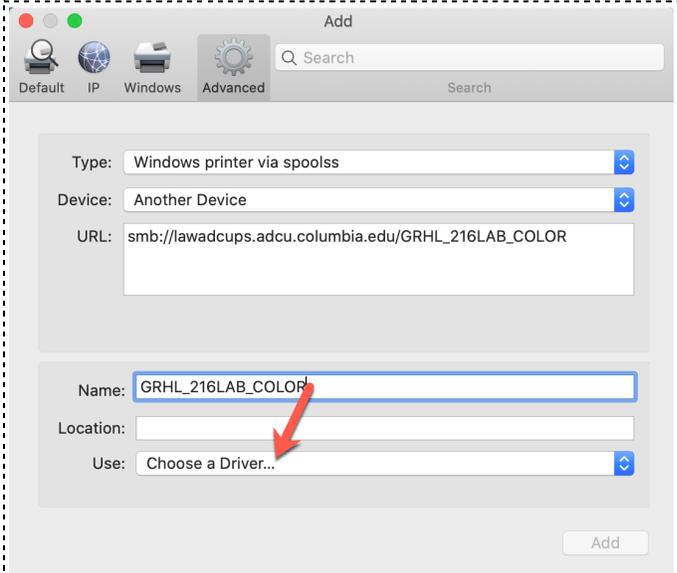
25. Under **Name:** enter:

**GRHL\_216LAB\_COLOR**



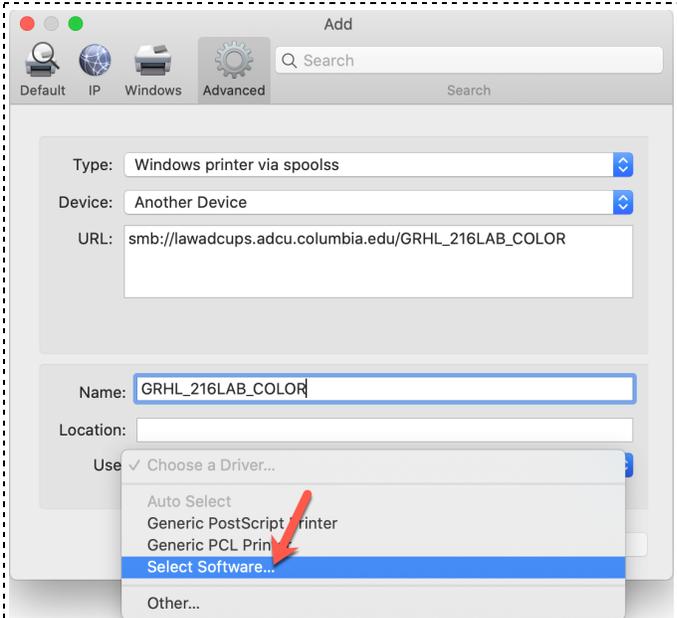
The screenshot shows the 'Add' dialog box in macOS System Preferences. The 'URL' field is 'smb://lawadcups.adcu.columbia.edu/GRHL\_216LAB\_COLOR'. The 'Name' field is highlighted with a red box and a red arrow, containing the text 'GRHL\_216LAB\_COLOR'.

26. Next to **Use:** click on the drop down menu.



The screenshot shows the 'Add' dialog box in macOS System Preferences. The 'Name' field is 'GRHL\_216LAB\_COLOR'. The 'Use:' field is highlighted with a red box and a red arrow, showing the 'Choose a Driver...' menu.

27. Click the **Select Software...** option.

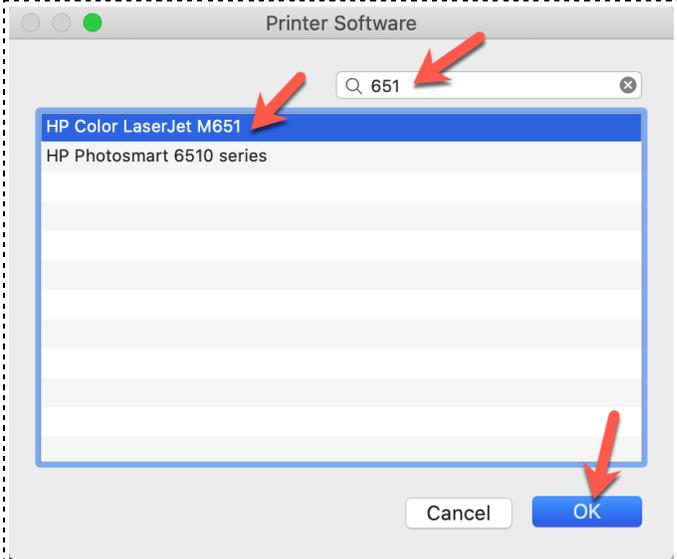


28. In the search bar, type:

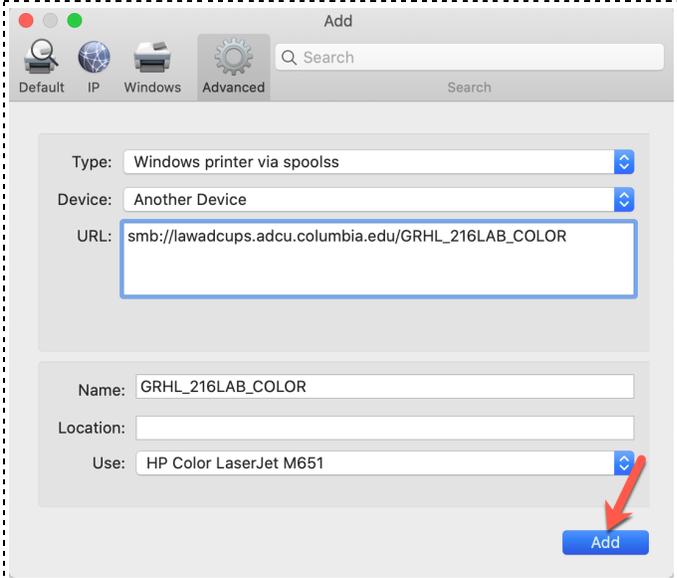
**651**

29. Click **HP Color Laserjet M651** from the search list

30. Click the blue **OK** button.



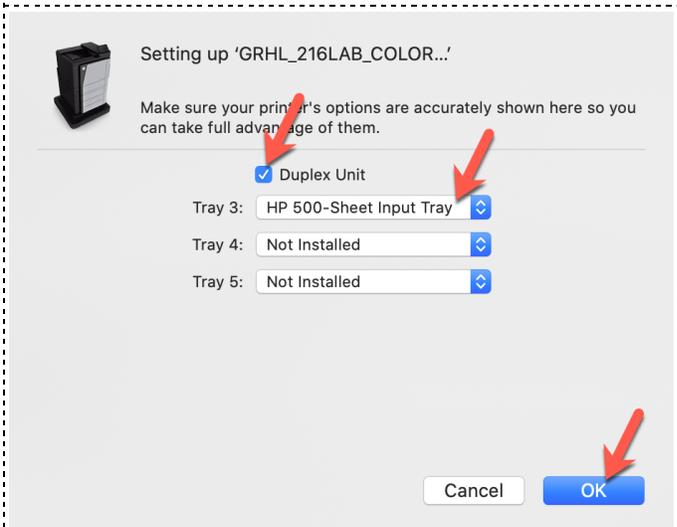
31. Click the blue **Add** button.



32. Check the **Duplex unit** checkmark.

33. Under **Tray 3**: Select the **HP 500-Sheet Input Tray** from the drop down menu.

34. Click the blue **OK** button.



35. **GRHL\_216LAB\_COLOR** will show up under the listed printers.

