

Configuration Manual

For macOS*



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

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Introduction

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.

System Requirements

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:



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.





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.

 Visit the CU Malwarebytes portal: my.malwarebytes.com/en/portal/email 2. Enter your UNI email address. 3. Click the blue Claim Malwarebytes UNI@columbia.edu License button. 3 4. Enter your UNI username and Δ password. 5. Click the blue **LOGIN** button. COLUMBIA UNIVERSITY IN THE CITY OF NE YORK 🗝 UNI YourUNI 5 PASSWORD LOGIN UNI Help **Malware**bytes 6. Click the green **Download** button. NOV 21, 2020









26. Click the Open Security Preferences button.	System Extension Blocked A program tried to load new system extension(s) signed by "Malwarebytes Corporation" which will be incompatible with a future version of macOS. If you want to enable these extensions, open ecurity & Privacy System Preferences. Open Security Preferences OK
27. Click the Lock icon.	Security & Privacy Q[search General FileVault Firewall Privacy A login password has been set for this user Change Password Require password 6 minutes 0 after sleep or screen saver begins Show a message when the screen is locked Set Lock Message Disable automatic login
	Allow apps downloaded from: App Store • App Store and identified developers stem software from developer "Malwarebytes Corporation" was Allow
 28. Enter your Mac's User Name and password. 29. Click the Unlock Button 	Click the lock to make changes. (2)





37. Click the red radio button to close the window	Secu	rrity & Privacy Q. Search
window.	General FileVa	ault Firewall Privacy w the apps below to access data like Mail, ssages, Safari, Home, Time Machine backups, and
	Input Monitoring	an administrative settings for all users on this
	Files and Folders	Google Software Update Malwarebytes Malwarebytes Protection
	Click the lock to make changes.	Advanced ?
38. Click the Turn on protection button.	● ● ● ● Premium	My account 錄 ⑦
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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 doublecheck 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: <u>cuit.columbia.edu/mfa/faq</u>

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

1. Visit the **CU MFA Self-Service website**: <u>uniapp.cc.columbia.edu/acctmanage/mfaselfservice</u>

 Type in your UNI username and password. 	2
3. Click the blue LOGIN button.	COLUMBIA UNIVERSITY IN THE CITY OF NE YORK
4. Click the blue Setup button.	CU Home Help COLUMBIA UNIVERSITY Information Technology I Log out impublic factor Authentication FAQ I Log out Multi-Factor Authentication FAQ MFA (Duo) Self-Service management Manage Your Enrollment DUO MFA SETUP: Click the SETUP Click the SETUP SETUP SETUP







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.



 8. Located the downloaded file (usually in the downloads folder). 9. Double-click to open the file. 	Image: State of the state	
10. Double-click the installation file.	AnyConnect VPN 4.8.00175	
11. Click the Continue button.	 Install AnyConnect Secure Mobility Client Introduction License Destination Select Installation Summary Go Back Continue 	
12. Click the Continue button.	Install AnyConnect Secure Mobility Client Install AnyConnect Secure Mobility Client Software License Agreement Software License Agreement for AnyConnect® Secure Mobility Client v4.x and other VPN-related Software Installation Spect Installation Type Installation Type Summary Installation to the limitation set for the EULA and the business entity you represent and Clicos Colectively, the 'Agreement' (SEULA') contains additional terms and conditions for the Software Product licensed under the Ful Vare Lucense Agreement (EULA') contains additional terms and conditions for the Software Product licensed under the Secure Auto and the business entity you represent) and Clicos Colectively, the 'Agreement'. Capitalized terms used in this SEULA but not determine (TEULA') contains additional terms and conditions of this SEULA and the Secure Auto and the business entity you represent) and Clicos Colectively, the 'Agreement'. Capitalized terms and conditions of this SEULA but not determine (TEULA') the terms and conditions of this SEULA will use proceeding. In addition to the limitations set forth in the ULA on your access and use of the SEULA will use proceeding. In addition to the Initiations or the Software Constituter Software, You Do Not Agreement'. Capitalized terms and conditions of the SEULA will use proceeding. In addition to the Initiation set forth in the ULA on your access and use of the SEULA will use proceeding. In addition to the Initiation's etf forth in the CUCA on your access and use of the Additional terms and conditions of the SEULA will use proceeding. In addition to the Initiation's etf forth in the SULA on your access and use of the Additional terms and conditions of the SEULA will use proceeding. In addition to the Initiation's etf forth in the SULA on your access and use of the Additional terms and conditions of the SEULA will use proceeding. In addition to the Initiation set forth in the SUL	

13. Click the Agree button.	To continue installing the software you must agree to the terms of the software license agreement.	
	the Installer.	
	Read License Disagree Agree	
14. Click the Install button.	 Install AnyConnect Secure Mobility Client Introduction License Destination Select Installation Type Installation Summary 	
	CISCO Go Back Install	
 15. Enter your Mac's User Name and password. 16. Click the Install Software button. 	Installer is trying to install new software. Enter your password to allow this. User Name: Password: Cancel Install Software	
17.A window appears mentioning that the Cisco extension is being blocked by macOS.	<image/> <image/> <image/> <section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header>	

18. Click the Open Security Preferences button.	System Extension Blocked A program tried to load new system extension(s) signed by "Cisco" which will be incompatible with a future version of macOS. If you want to enable these extensions, open Security & Privacy System Preferences. Open Security Preferences OK
19. Click the lock icon.	Ceneral FileVault Firewall Privacy General FileVault Firewall Privacy A login password has been set for this user Change Password Require password 5 minutes C after sleep or screen saver begins Show a message when the screen is locked Set Lock Message Disable automatic login
	Allow apps downloaded from: App Store App Store and identified developers System staware from developer "Cisco" was blocked from loading. Allow Click the lock to make changes.
 20. Enter your Mac's User Name and password. 21. Click the blue Unlock button. 	System Preferences is trying to unlock Security & Privacy preferences. Enter your password to allow this. User Name: Password: Cancel Unlock
22. Click the Allow button.	Security & Privacy Q. Search General FileVault Firewall Privacy A login password has been set for this user Change Password Require password 5 minutes © after sleep or screen saver begins Show a message when the screen is locked Set Lock Message Disable automatic login O bisable automatic login Set Lock Message Item to be a screen is locked
	Allow apps downloaded from: App Store App Store and identified developers System software from developer "Cisco" was blocked from loading. Allow Allow Allow Allow Allow Allow



 28. Deselect the Minimize Anyconnect on VPN connect checkbox. 29. Click the red radio button to close the dialog window. 	Preferences - VPN VPN VPN Minimize AnyConnect is started Minimize AnyConnect on VPN connect Allow local (LAN) access when using VPN (if configured) Disable Captive Portal Detection Block connections to untrusted servers
30.Enter vpn.cc.columbia.edu	AnyConnect
in the drop down menu. 31.Click the gray Connect button	Connect
 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 	Cisco AnyConnect vpn.cc.columbia.edu Please enter your username and password. Username: YourUNI Password: Second Password: Second Password: Duo multifactor authentication (MFA) is now required for CU VPN. For users without an active Duo account, please have Duo MFF configured for your UNI per the instructions found at https:// wit.columbia.edu/mfe.and then follow the instructions for dat https:// wit.columbia.edu/mfe.and then follow the instructions for dat https:// Cancel OK
35. Click the gray Disconnect button.	AnyConnect Secure Mobility Client



Connecting to Shared Resources

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.



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7. Enter smb://lawsrv3.law.columbia.edu/Group s	Connect to Server
 8. Click the + icon to add the server name to your favorites. 9. Click the blue Connect button. 	Connect to Server
10.Under Name : enter: adcu\YourUNI Under Password: enter: YourUNI password	Enter your name and password for the server "lawsrv4.law.columbia.edu". Connect As: Guest Registered User Name: acdu\YourUNI Password: •••••••• Remember this password in my keychain Cancel Connect



14. An Alias of the drive will appear. Right- click the drive.	Groups alias
15. Select the Rename option.	Open Show Original Move to Trash Get Info Rename Compress "Groups alias" Duplicate Make Alias Quick Look "Groups alias" Share Quick Actions
16.Rename the drive to G Drive and press the return key on your keyboard.	G Drive

H Drive:

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



 Click the + icon to add the server name to your favorites. Click the blue Connect button. 	Connect to Server
6. Under Name : Enter: adcu\YourUNI	Enter your name and password for the server "lawsrv4.law.columbia.edu". Connect As: Ouest Registered User
 Under Password: Enter: YourUNI password 	Name: acdu\YourUNI Password: •••••••• Remember this password in my keychain Cancel Connect
 8. Select the Remember this password in the keychain checkbox. 9. Click the blue Connect Button. 	Enter your name and password for the server "lawsrv4.law.columbia.edu". Connect As: Guest Registered User Name: acdu\YourUNI Parword: ••••••••• Remember this password in my keychain Cancel Connect
10. You will see the Students drive appear on your desktop.	Example Students





19. Deselect the Connected servers	Finder Preferences
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Checkbox.	General Tags Sidebar Advanced
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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 3rd floor.
 - c. **Your pages are available until July 31**st 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 31st, you will only receive the normal 4000 pages for the next Academic Year, beginning August 1st.
 - 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 2nd 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 2nd floor student lab
 - b. The other is the first computer, to the right of the printers in the 3rd 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.



 Double click the HP Printer Drivers v5.1 for OS X from the search list. 	Image: Contract of the Printer Divers v3.1 for 05 X
7. Click the blue Download button.	Importangence Importangence <td< th=""></td<>
8. Click the Allow option.	Do you want to allow downloads on "support.apple.com"? You can change which websites can download files in Websites Preferences. Cancel Allow
9. Click the Finder icon located on the bottom left side of the screen.	Finder

 10. Click the Downloads option. 11. Double-click the HewlettPackardPrinterDrivers.dmg file. 12. Double-click the HewlettPackardPrinterDrivers pkg 	Favorites Image: Constraint of the second	Image: Conversional state Image: Conversional state ReveletPackardPrinter Drivers dmg 1 tem, 210.11 GB available
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13. Click the Continue button.	 Introduction License Destination Select Installation Type Installation Summary 	Install Hewlett-Packard Printer Software Welcome to the Hewlett-Packard Printer Software Installer This update installs the latest software for your Hewlett-Packard printer or scanner. For more information about printing and scanning software, see http://support.apple.com/kb/HT3669

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To continue installi software license as Click Agree to conti the Installer.	ing the software you must agree to the terms of the greement. nue or click Disagree to cancel the installation and quit					
Read License	Disagree Agree					
	🤝 Install Hewlett-Packard Printer Software					
 Introduction License Destination Select Installation Type Installation Summary 	Standard Install on "Macintosh HD" This will take 956.8 MB of space on your computer. Click Install to perform a standard installation of this software on the disk "Macintosh HD". Change Install Location					
	Go Back Install					
Inst	aller is trying to install new software.					
Ente	r your password to allow this.					
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	 Introduction License Destination Select Installation Type Installation Summary To continue install software license a Click Agree to contithe Installer. Read License Click Agree to contithe Installer. Read License Destination Select Installation Type Installation Select Installation Summary 					



3rd 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. System Preferences < > III Q Search System Preferences 3. Click Printers and Scanners option. Sign in to your Apple ID Sign In Set up iCloud, the App Store, and more. - \bigcirc Desktop & Dock Mission Control Siri Spotlight Language & Region Notification Gene (Ť # **a** 0 Wallet & Apple Pay Touch ID Users & Groups Accessibility Extensions Security & Privacy * 0 Software Update Networ Bluetooth Sound Printers & Scanners Kevboard Trackpad Mouse $\langle \mathbf{\hat{k}} \rangle$ V G Displays Sideca Energy Saver Sharing Time Machin Startup Disk Date & Time ••• • • • • Printers & Scanners Q Search 4. Click the + button to add a new printer. No printers are available. Click Add (+) to set up a printer. Default printer: Last Printer Used \$ Default paper size: US Letter ٢

 Right click on gray toolbar area. Click the Customize Toolbar option. 	Add O Scarch Default IP Windows I con and Text I con and text <t< th=""></t<>
 Click and hold down the trackpad or mouse on the Advanced gear icon. Drag the Advanced gear icon over to the gray toolbar area. Let go of the trackpad to drop the Advanced gear icon into place. 	Orag your favorite linewise Orag your favorite linewise Windows Search Search Search Search Space Flexible Space
10. Click the blue Done button.	Drag your favorite items into the toolbar Windows P Default Search Space Flexible Space or drag the default set into the toolbar. Image: Construction of the point of t

11.Click the Advanced gear icon.	Add Q Search Default IP Windows Advance Search Name ^ Kind
	Name:
12.Next to Type: click on the drop down menu.	Add C Search Default IP Windows Advanced Search Type: EPSON FAX Device: Another Device URL: epsonfax://
	Name: Location: Use: Choose a Driver Add Add
13. Click the Windows printer via spoolss option.	Image: Windows Image: Windows Image: Windows Q. Search Device Version Search URL Internet Printing Protocol (http) Internet Printing Protocol (https) URL Internet Printing Protocol (https) Jetdirect LPD/LPR Host or Printer Windows printer via spoolss
	Name: Location: Use: Choose a Driver

14. Under URL: enter:	Add							
lawadcups.adcu.columbia.edu/GRH	Default IP Windows Advanced Search							
L_3FLLAB	Type: Windows printer via spoolss							
	Device: Another Device							
	URL: smb://lawadcups.adcu.columbia.edu/GRHL_3FLLAB							
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GRHL 3FLLAB	Default IP Windows Advanced Search							
002								
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	Name: GRHL_3FLLAB							
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17. Click the Select Software option.	Add Q. Search Default IP Windows Printer via spoolss Device: Another Device URL: smb://lawadcups.adcu.columbia.edu/GRHL_3FLLAB
	Name: GRHL_3FLLAB Location: Use < Choose a Driver Auto Select Generic PostScript Printer Generic PCL Print Select Software Other
 18. In the search bar, type: 806 19. Click HP Laserjet M806 from the search list. 20. Click the blue OK button. 	Printer Software 806 806 HP CM8050 CM8060 C for MFP with Edgeline Technology HP LaserJet M806 Image: Cancel OK







32. Next to Use: click on the drop down menu.	Add Cefault IP Windows Advanced Search
	Type: Windows printer via spoolss
	Device: Another Device
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	Add
33. Click the Select Software option.	Add Constraint IP Windows Advanced Search
	Type: Windows printer via spoolss
	Device: Another Device
	URL: smb://lawadcups.adcu.columbia.edu/GRHL_3FLLAB_COLOR
	Name: GRHL_3FLLAB_COLOR
	Location:
	Use ✓ Choose a Driver
	Auto Select Generic PostScript finter
	Generic PCL Print
	Other
	Ouner

34. In the search bar, type:	Printer Software
651	Q 651
35. Click HP Color Laserjet M651 from the search list.	HP Color LaserJet M651 HP Photosmart 6510 series
36. Click the blue OK button.	Cancel
37. Click the blue Add button.	Add Search Default IP Windows Advanced Q. Search Search Device: Another Device URL: smb://lawadcups.adcu.columbia.edu/GRHL_3FLLAB_COLOR Name: GRHL_3FLLAB_COLOR Location: Use: HP Color LaserJet M651
 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. 	Setting up 'GRHL_3FLLAB_COLOR' Make sure your printer' loptions are accurately shown here so you can take full advantar of them. V Duplex Unit Tray 3: HP 500-Sheet Input Tray Tray 4: Not Installed Tray 5: Not Installed Cancel

41. GRHL 3FLLAB COLOR will show up		Printers & Scanners Q Search				
under the listed printers.	Printers CRHL_3FLLAB Clde, Last Used CRHL_3FLLAB_COLOR Ide	GRHL_3FLLAB_COLOR Deen Print Queue Options & Supplies Location: Kind: HP Color LaserJet M651 Status: Idle				
	+ -	Share this printer on the network Sharing Preferences				
		Default printer: Last Printer Used 🗘 Default paper size: US Letter 🔇 ?				

2nd Floor Lab

Conte	nt	·							
1.	Press the F4 key on your keyboard to open Launchpad .				3	9			
2.	Type: System , then click System Preferences from the App search list.			Sys	stem Pi	referer	nces		
3.	Click Printers and Scanners option.		< > iiii Sign in to yo Set up iCloud, t	ur Apple II	System P D e, and more.	references		Q Search	Sign In
		General	Desktop & Screen Saver	ogao Dock	Mission Control	Siri	Spotlight	Language & Region	Notifications
		Internet Accounts	Wallet & Apple Pay	Touch ID	Users & Groups	Accessibility	Screen Time	Extensions	Security & Privacy
		Software Update	Network	Bluetooth	Sound	Printers & Scanners	Keyboard	Trackpad	* Mouse
		Displays	Sidecar	Energy Saver	Date & Time	Sharing	Time Machine	Startup Disk	
4.	Click the + button to add a new printer.				Printers &	& Scanners		Q Search	
		+-	,	No printers are available. Click Add (+) to set up a prin				ole. printer.	
					Default pr Default paper	inter: Last F size: US Le	rinter Used		○?

5. Click the Advanced gear icon.	Add Default IP Windows Advance Search Name Kind
	Name: Location: Use:
 Next to Type: click on the drop down menu. 	Add Period Period Default P Windows Advanced C Search Type: EPSON FAX Device: Another Device URL: epsonfax:// Name: Location: Use: Choose a Driver Add
 Select the Windows printer via spoolss option. 	Add Image: Search Default IP Windows Advanced Q. Search Search Device Internet Printing Protocol Internet Printing Protocol (http) Internet Printing Protocol (https) Internet Printing Protocol (https)

		•			Add		
8. Under URL: enter:			-	- Qî	Q Search		
lawadcups.adcu.columl L 216LAB	bia.edu/GRH	ult IP	Windows	Advanced		Search	_
- <u>-</u>		Type:	Window	s printer vi	a spoolss		
		Device:	Another	Device	lcu columbia edu	(GRHL 2161 AB	
		UKL.	SITD.//Idv	vaucups.ac	icu.columbia.edu	JORTIC_2TOLAD	
		Name	a: lawadc	ups.adcu.c	olumbia.edu		
		Use	e: Choos	e a Driver			
							Add
		•			Add		
9. Under Name: enter:			Windows		Q Search	Cooreb	
GRHL_216LAB	Deta	unt ip	windows	Advanced		Search	
		Type:	Window	s printer vi	a spoolss		0
		Device:	Another	Device			
		URL:	smb://lav	vadcups.ad	lcu.columbia.edu	/GRHL_216LAB	
		Name	GRHL_	216LAB			
		Locatior	n:				
		Use	e: Choos	e a Driver			
							Add
		•			Add		j
10. Next to Use: click on the	drop down 🛛 📮		-	- Qi	Q Search		
menu.	Defa	ult IP	Windows	Advanced		Search	
		Type:	Window	s printer vi	a spoolss		
		Device:	Another	Device			
		URL:	smb://lav	vadcups.lav	w.columbia.edu/G	GRHL_216LAB	
		Nama	GPHL	2161 48			
		Location	n:		/		
		Use	e: Choos	e a Driver.			©
							Add

11. Click the Select Software option.	Add Q Default IP Windows Advanced C Search Search Search Device: Another Device URL: smb://lawadcups.adcu.columbia.edu/GRHL_216LAB Name: GRHL_216LAB
	Location: Use: Choose a Driver
 12. In the search bar, type: 806 13. Click HP Laserjet M806 from the search list. 14. Click the blue OK button. 	Printer Software
15. Click the blue Add button.	Add Q Search Default IP Windows Advanced Q Search Search Image: CRHL_216LAB Name: CRHL_216LAB Location: Use: HP LaserJet M806 Add Add Add Add Q Search Search Image: CRHL_216LAB Image: CRHL_216LAB Add Image: CRHL_216LAB Image: CRHL_216LAB



21. Click the Advanced gear icon.	Add Perfault IP Windows Advance Search Name ^ Kind
	Name: Location: Use:
22. Next to Type: click on the drop down menu.	Add Constraints of the search Default IP Windows Advanced Search Type: EPSON FAX O Device: Another Device O URL: epsonfax://
	Name: Location: Use: Choose a Driver I
23. Click the Windows printer via spoolss option.	Add Pefault P Windows Advanced C Search Default P Windows Advanced Search Type V EPSON FAX Internet Printing Protocol (http) Internet Printing Protocol (https) Internet Printing Protocol (https) Internet Printing Protocol (https) Jetdirect LPD/LPR Host or Printer Windows printer via spoolss
	Name: Location: Use: Choose a Driver

24. Under URL: enter:	Add
lawadcups.adcu.columbia.edu/GRH L_216LAB_COLOR	Default IP Windows Advanced Search Type: Windows printer via spoolss 3 Device: Another Device 3 URL: smb://lawadcups.adcu.columbia.edu/GRHL_216LAB_COLOR 3 Name: lawadcups.adcu.columbia.edu 1 Location:
25. Under Name: enter:	Add
GRHL_216LAB_COLOR	Default IP Windows Advanced Search Type: Windows printer via spoolss Image: Control of the spool
26. Next to Use: click on the drop down menu.	Add Pefault IP Windows Advanced C Search Search Device: Another Device URL: smb://lawadcups.adcu.columbia.edu/GRHL_216LAB_COLOR Name: GRHL_216LAB_COLOF Location: Use: Choose a Driver

27. Click the Select Software option.	Add Q. Search Default IP Windows Advanced Search Type: Windows printer via spoolss Device: Another Device URL: smb://lawadcups.adcu.columbia.edu/GRHL_216LAB_COLOR
	Name: GRHL_216LAB_COLOR Location:
 28. In the search bar, type: 651 29. Click HP Color Laserjet M651 from the search list 30. Click the blue OK button. 	Printer Software

31. Click the blue Add button.	Add Image: Default in product with the printer via spoolss Type: Windows printer via spoolss Device: Another Device URL: smb://lawadcups.adcu.columbia.edu/GRHL_216LAB_COLOR Name: GRHL_216LAB_COLOR Location:
	Use: HP Color LaserJet M651
32. Check the Duplex unit checkmark.	Setting up 'GRHL_216LAB_COLOR'
 33. Under Tray 3: Select the HP 500- Sheet Input Tray from the drop down menu. 34. Click the blue OK button. 	Make sure your printer's options are accurately shown here so you can take full advantage of them.
35. GRHL_216LAB_COLOR will show up under the listed printers.	Image: Constraint of the second se