

Connecting to the EES Department Printer (Updated 8/2024)

Print.IT Printers (without Commodore Scanner):

For Windows:

1. Open File Explorer.
2. In the address bar, enter \\print.it.vanderbilt.edu.
3. Locate the desired printer in the list.
4. To find the printer ID, check the tag on the printer for its name.
5. Right-click the desired printer and select Connect....
6. Print a test page to ensure the printer is working.

For Mac:

1. Choose System Preferences from the Apple menu.
2. Select Printers & Scanners.
3. Click the + button to add a new printer.
4. Click the IP (globe) icon.
5. Fill out the fields as follows:
 - Address: print.it.vanderbilt.edu
 - Protocol: Line Printer Daemon - LPD
 - Queue: PRINTER_NAME
 - Name: Printer Name
 - Location: Optional
 - Use: Select Generic Postscript Printer or Generic PCL Printer
6. Test the printer connection by printing a test page.