

Adding a Printer to Your Windows or Apple Computer

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This page provides detailed instructions for adding network printers configured within the GENNET VRF to both Windows and Apple computers. The printers are added using the IPP protocol and DNS naming convention.

When to Use These Steps

Use this process when a user needs a printer on the GENNET Printer VRF network to be added to their computer.

What You'll Need

- Windows or macOS Computer on the UT wired or wireless network
- Printer DNS name or IP address: CNS OIT will provide this when we set up the printer, or ask CNS OIT if you're unsure

Adding a Printer on Windows

University-managed Laptops and Desktops

No action is needed on university-managed computers. This change will be performed through the University's endpoint management platforms. During the software update, users that are already connected will be disconnected until the update is complete. The update is estimated to take about two minutes.

Personal or Laptops and Desktops

1. Open **Settings** and search for **Printers**.
2. Click **Add Device**.
3. Select **Add a new device manually**.
4. Choose the option **Add a printer using IP address or hostname**. Leave on IPP Device.
5. Enter the printer hostname in the following format: "**http://printer mac address.dynamic.utexas.edu:631/ipp/print**" (example: **http://00237d7bba6e.dynamic.utexas.edu:631/ipp/print**)
6. In the **Add Printer Wizard**, under **Manufacturer**, select appropriate manufacture drive or select **Microsoft (Alternate)**.
7. Under **Printers**, choose printer model or **Microsoft PCL6 Class Driver (Alternate)**.
8. To rename the printer: open **Settings > Printers**, click the printer name, select **Printer Properties**, and edit the **Printer Name** field as desired.

Adding Printer on Apple macOS

1. Open **System Settings**.
2. Scroll down and select **Printers & Scanners**.

3. Click **Add Printer or Scanner**.
4. In the pop-up window, click the **IP** tab (the middle globe icon).
5. Enter the printer's DNS name in the **Address** field. For example: 123456789123.dynamic.utexas.edu
6. Ensure the Protocol is set to IPP
7. Queue: **ipp/print**
8. You may modify the **Name** field to set a friendly name.

Adding Printer on Linux

1. open up cli as admin
2. type the following: `sudo lpadmin -p <PRINTER NAME> -E -v ipp://<PRINTER DNS>/ipp/print -m everywhere`
3. check if printer is installed: `lpstat -p <PRINTER NAME>`
4. print a test page: `lp -d <PRINTER NAME> /etc/hosts`

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<https://cloud.wikis.utexas.edu/wiki/spaces/cnsoitpublic/pages/504662253/Adding+a+Printer+to+Your+Windows+or+Ap>
on 2026-10-13. Screenshots omitted.