**FWOW**

**Future Ways of Working**

**Quick Guide: Mac Printer setup** (Version 1.0 / 2 March 2022)

The information below will explain the process for setting up B/W and colour printing on LSE printers.

**LSE owned MacBook:**

**Step 1: Installing the Printer Configuration**

For LSE devices, users can install the printer configuration via the LSE self-service app. After opening the app, either select the category ‘Print and Scan’ or search for ‘LSE Staff Network Printer (Papercut).’



**Step 2: Checking Printer Configuration**

Once installed, please check your printer and scanner settings via ‘System Preference’ to ensure that, aside from the printer options listed below, you have no other LSE printer configuration setup.

* BW Staff Printer
* BW Staff Printer (Secondary)
* Colour Staff Printer – New
* Colour Staff Printer – New (Secondary)



Following the above steps, you should be able to use the card reader on printers across the school.

**Note:** If after tapping your ID on the printer and no print queue is shown, please contact **tech.support@lse.ac.uk**with the serial number of the printer, located on the top of the device, as not all printers have been configured for Mac users.

**Personal MacBook:**

If you are using a personal device and wish to print on one of the LSE network printers, the setup process for this can be found here: [**Connecting to LSE printers from your Mac OS X laptop**](https://info.lse.ac.uk/staff/divisions/dts/help/guides-faqs/campus-facilities/Mac-printer-drivers)**.**