

Laptop printing setup guide

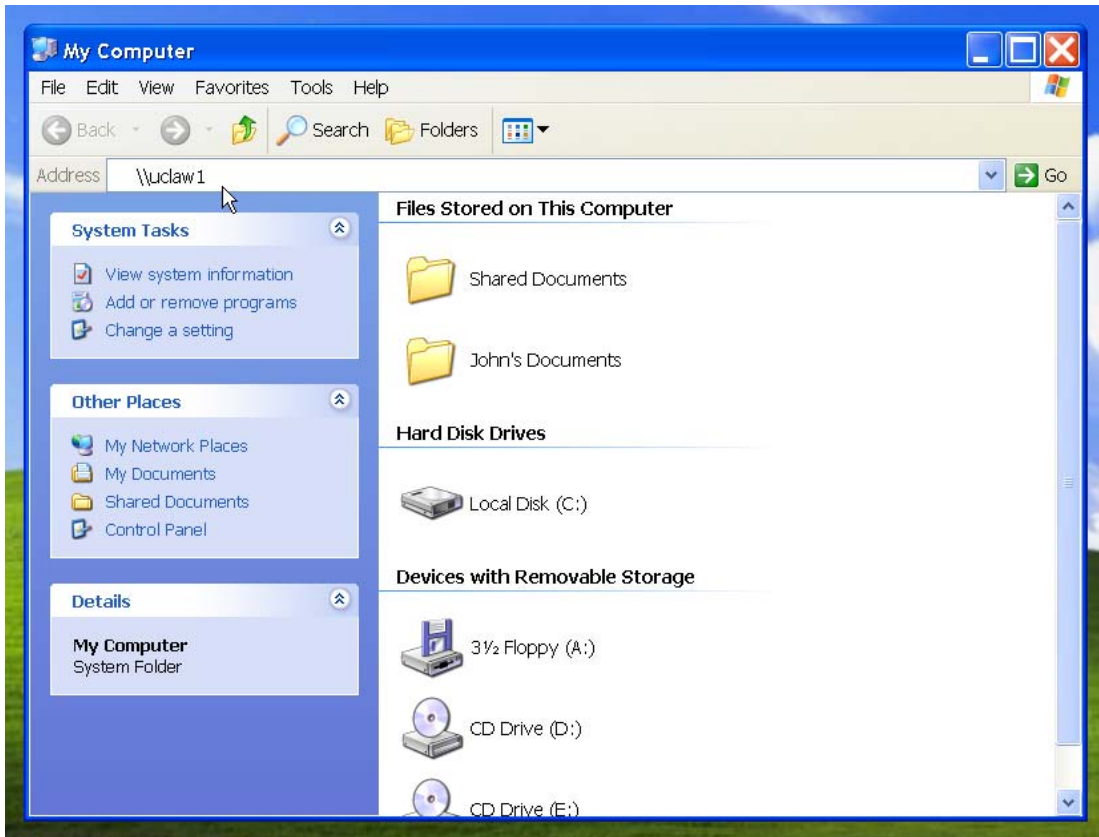
To print in the College of Law labs all laptops must be configured to work with the Pharos/Uniprint print management system. Listed below are the instructions for Windows XP (Home and Professional). Mac OS X instructions are on page 4. All printer setups need to be done while the computer is connected to the College of Law network.

Windows XP

1. First identify which version of Windows XP you're running: Home or Professional. (Right click on My Computer from either the desktop or the Start menu. Click on Properties. Under System on the General tab it should indicate Home or Professional.)
2. Select "My Computer" from the Start menu or the desktop.



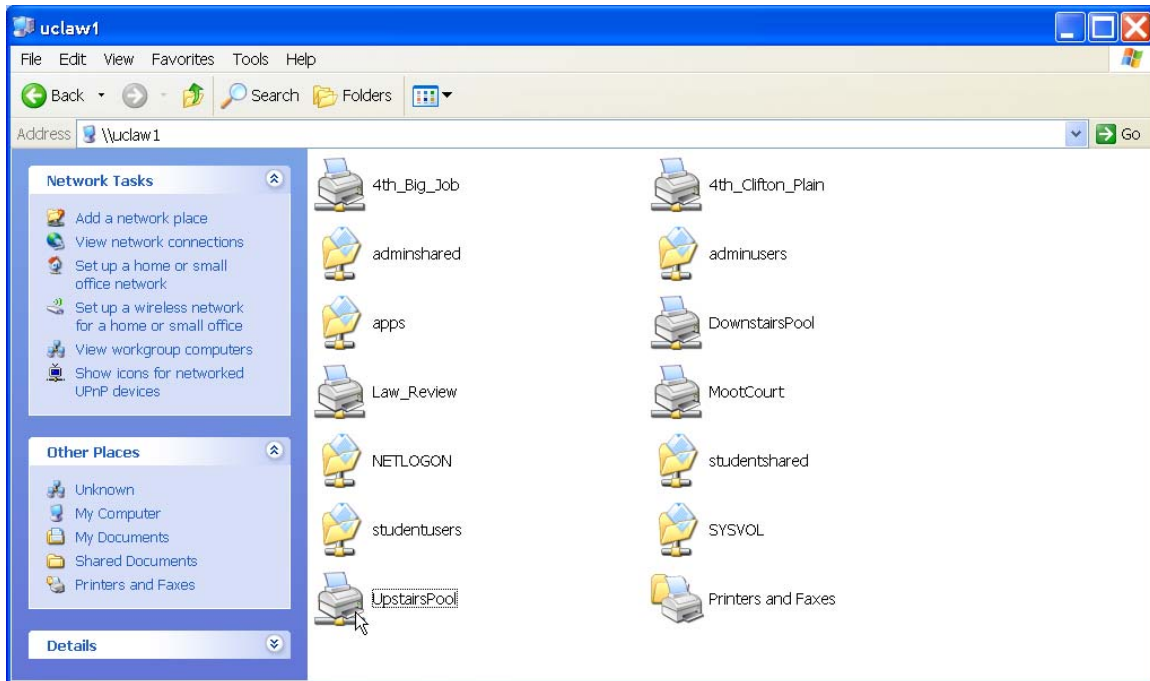
3. Enter “\\Uclaw1” into the address area. (If there is no address area, click on View, Toolbars then check Address Bar.)



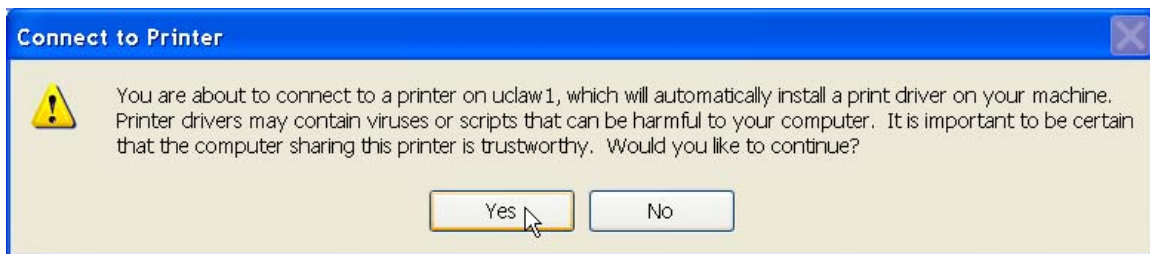
4. When prompted for user name and password, enter your law lab login and password. The login should be prefaced with LAW\ as displayed below. In Windows XP Professional, check the “Remember my password” box.



5. To install the printer, double click “UpstairsPool” in the Uclaw1 window. (Over the wireless network, the screen below may take a minute or more to appear.)



6. Select “Yes” when prompted as to whether you’d like to install necessary print drivers.



7. Repeat steps 5 and 6 for the “DownstairsPool”. (You only need to install the printers for the Upstairs and Downstairs Pools once.)

To print to the network printer in the SBA office on the first floor, repeat steps 5 and 6 for the “SbaPrinter”.

8. Before printing, select the appropriate pool: downstairs, upstairs or sbaprinter.

In subsequent sessions, before you can print with Windows XP Home you will need to perform steps 2-4. You only need to do it once per session and only if you plan to print. Signing on won't be necessary with Windows XP Professional, if you checked the “Remember my password” box in step 4.

Macintosh Computers using OS X:

Since Macs can't sign-on and authenticate to our server they must be set up to print directly to the Pharos/Uniprint server.

1. Go to Utilities and select the Print Center.
2. Click on Add Printer
3. Choose LPD printing.
4. Enter the print server address: PS1.UCPRINT.UC.EDU
5. Uncheck "Use default queue on server".
6. Enter the queue name: law.upstairs.q
7. Select a printer: HP, then Laserjet 9050 series (8150 series should also work if you don't have the 9050 drivers).

Repeat the above steps for the downstairs lab, but on step 6 use law.downstairs.q.

Repeat the above steps for the printer in the SBA office, but on step 6 use law.sbaoffice.q.

Before printing, select the appropriate queue: downstairs, upstairs or sbaoffice.