

# *Windows 2000/ XP Printing*

*Provided by: CoB Technology Group*

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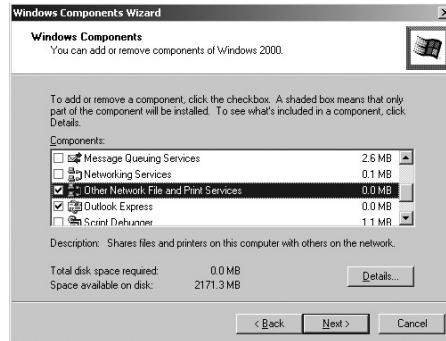
## **Abstract**

This document shows users how to set up there Windows computer to print to the College of Business Network Printers.

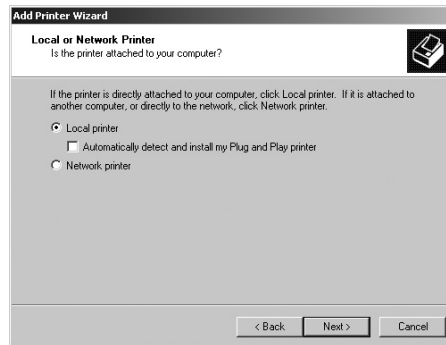


If your computer already has print services for UNIX installed you can skip the next step. If not please follow the steps below.

Under the **Start** button choose: **Settings <Control Panel**  
 Choose **Add/Remove Programs <Add/Remove Windows Components**.  
 Select **Other Network File and Print Services -> Print Services for UNIX**. Choose **Next**. When finished, click **Finished**.

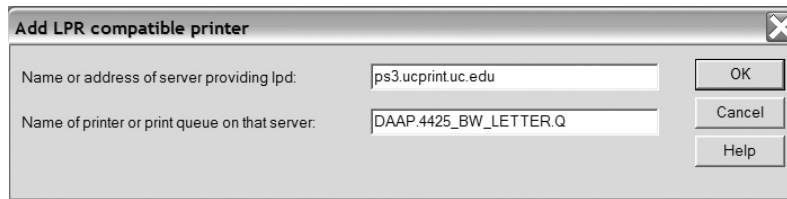


Go to the **Start** button again and choose: **Settings <Printers** Double click **Add Printer**. **Deselect** the **Automatically Detect** box and click **Next**. Click **Create a New Port**, choose **LPR Port** and click **Next**.



Enter **ps3.ucprint.uc.edu** as the **Name or address of server providing lpd**. Enter the appropriate **Queue Name** for the **Name of printer or print queue on that server**:

<b>QUEUE NAME</b>	<b>ROOM</b>	<b>PRINTER</b>	<b>2-Pg</b>
COB.010.Q	010	Dell Laser Printer 5310n PS	Y
COB.010COL.Q	010	Dell Laser Printer 5100cn PCL6	Y
CBA.GRADPRINT01.Q	203	Dell Laser Printer 1710n PS	N
CBA.208LAB1.Q	208	HP LaserJet 4000 PCL	N
CBA.209LAB1.Q	209	Dell Laser Printer 5310n PS	Y
CBA.211LAB1.Q	211 Left	Dell Laser Printer 5310n PS	Y
CBA.211LAB2.Q	211 Right	Dell Laser Printer 5310n PS	Y
CBA.211COL.Q	211	Dell Laser Printer 5100cn PCL6	Y
CBA.215LAB1.Q	215	Dell Laser Printer 5310n PS	Y



In the **Add Printer Wizard**, choose the respective printer according to the Queue that you are setting up. **Name** the printer the respective lab number. **Deselect** the boxes for **Print Test Page** and **Share Printer**.

If you would like to make double-sided prints you must enable the option before printing. **Right-click** on the printer in the **Printers <Control Panel>** and choose the **Device Settings** tab. Scroll to the bottom of the list and change the **Duplex Option** from **Not Installed** to **Installed**. Click **OK** to close the window.

NOTE: The following printers are the only printers able to make double-sided prints:

- Dell Laser Printer 5310n
- Dell Laser Printer 5100cn

**Open** the document you intend to print. Choose to print it. Select the appropriate printer name. Print the document.

Walk to the Pharos computer terminal located next to the printer in each of the labs.

**Swipe** your Bearcat **ID card** along the slot at the top of the keyboard. The stripe on back of your ID card should face toward you. To learn about adding money to your Bearcat Campus Card visit: <http://www.uc.edu/bearcatcard/>



Using the mouse, click the **File Name** you wish to print and click the **Print** button. Your file should begin to process. If printer has been sitting idle, it may need several minutes to warm up before the job is sent to the printer.

