

# *Windows Vista Printing*

*Provided by: CoB Technology Group*

*Revised: 2/15/2007*

## **Abstract**

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



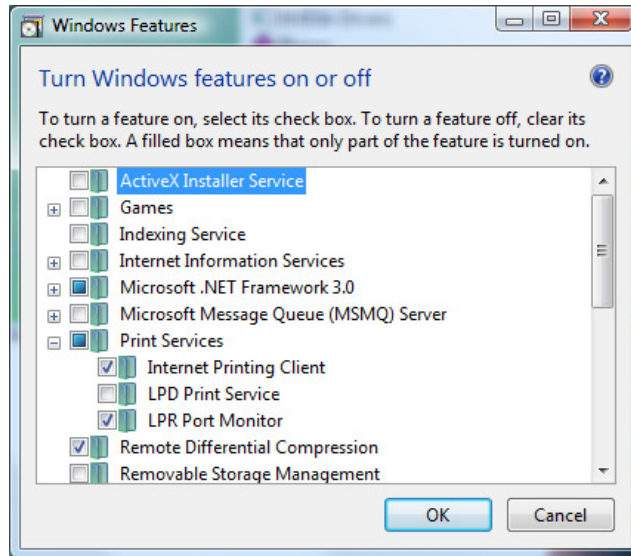
If your computer already has print services for UNIX installed you can skip the next step. If not please follow the steps below.

Under the **Start** button choose: **Control Panel**

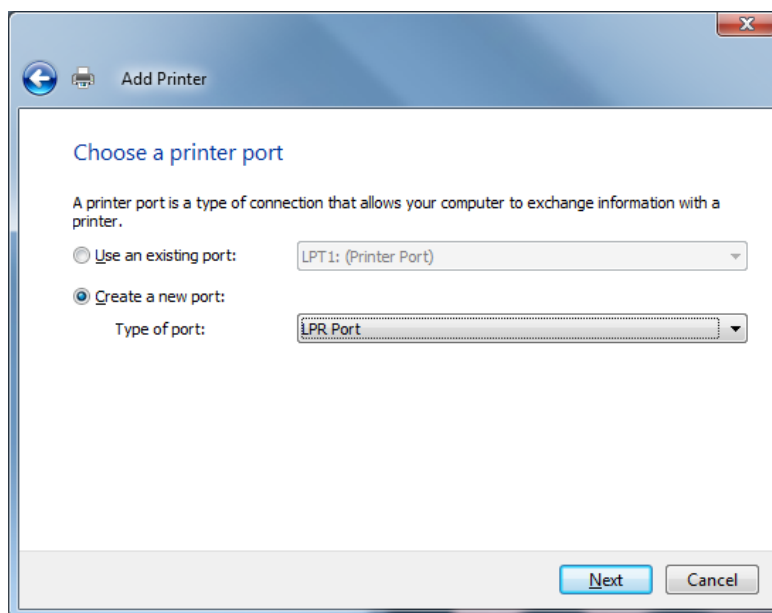
Switch to **Classic View** on the left.

Open **Programs and Features** and choose **Turn Windows features on or off**, located on the left.

Expand **Print Services** and choose **LPR Port Monitor**. When finished, click **OK** and close the **Programs and Features** window.



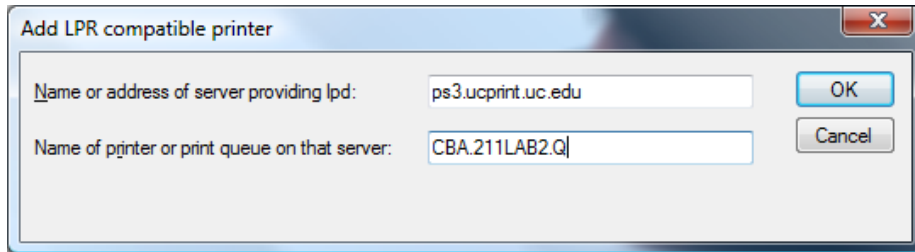
Go to the **Start** button again and choose: **Control Panel**. Open **Printers** and choose the **Add a printer** button. Choose **Add a local printer**. On the next screen choose **Create a new port** and select **LPR Port** from the drop-down menu. Click **Next**.





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. If the drive is not in the list, choose **Have Disk...** and locate the driver files, then choose the proper printer from the list. **Name** the printer the respective lab number (ex. 211 B&W Right). On the **Printer Sharing** screen, select **Do not share this printer**, and click **Next**. Click **Finish**.

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/>

