

Mac OS 8.1 - 9.2.2 Printing

1. Access to the Law School printers is controlled, so you will need to check that the information used for verification purposes is correctly set up first. If this information is not set up correctly, you will not be able to print.

Open the **File Sharing** control panel, which can be accessed by selecting **Control Panels** from the **Apple** menu. Under **Network Identity**, the **Owner Name** must be set to your *Novell/Email login*, as shown below in Fig. A.

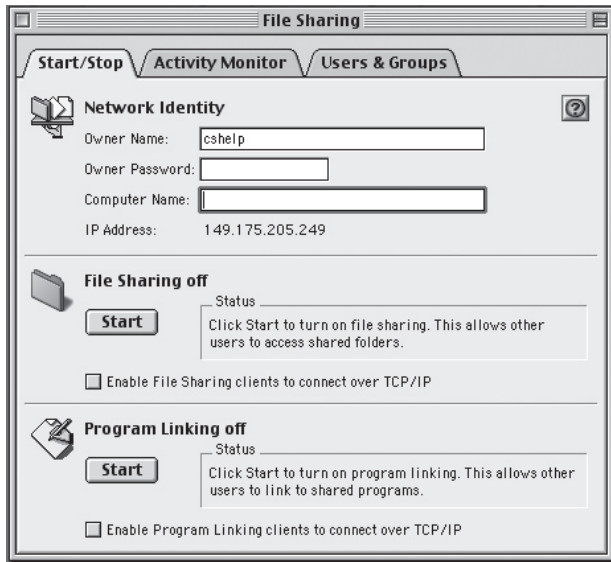


Fig. A

2. In the **Applications** folder on your hard drive, double click to open the **Utilities** folder. Double click on the application called **Desktop Printer Utility** to launch it.

There are three printers accessible to students: one in the student lab, one in Wood Hall, and one in the Boley copy room behind the circulation desk. We recommend that you install all three printers. Each printer will need to be added separately, so you will need to do the following steps once for each printer.

3. Select **Printer (LPR)**, click **OK**, as shown below in Fig. B.

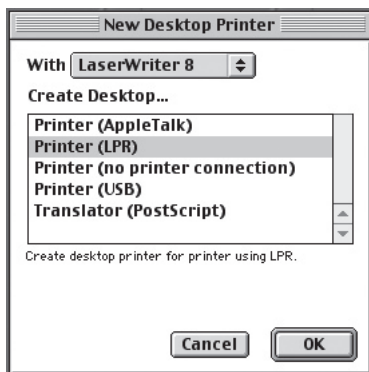


Fig. B

4. This should bring up an Untitled window as in Fig. C.

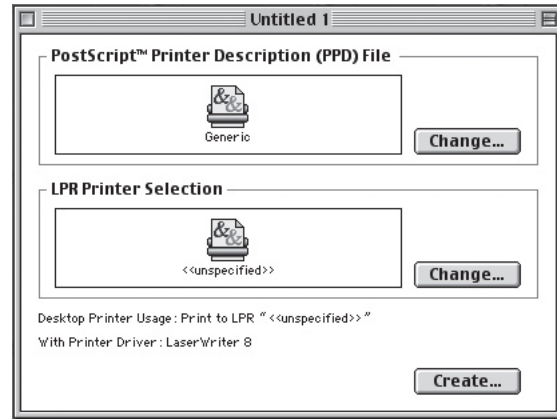


Fig. C

4. Under **PostScript Printer Description** select **Change...** Select the PPD called "HP LaserJet 8100 Series" from the list.

Note: You can download the current HP LaserJet 8150 PPD from HP's website (www.hp.com), or get it from the Lab Assistant. This file will go in the Printer Description folder under the System Folder -> Extensions.

5. Under **LPR Printer Selection**, click **Change...**
6. Under **Printer Address**: enter **149.175.200.13**. Under **Queue**: enter the Printer Queue name (listed below), as shown in Fig. D.

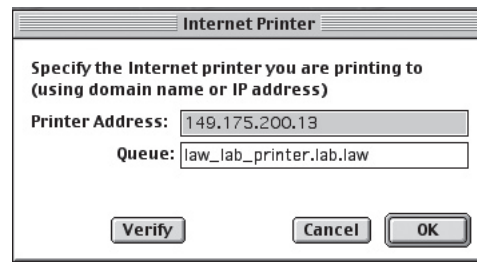


Fig. D

Printer Name	Printer Queue Name
Law Lab	law_lab_printer.lab.law
Wood Hall	law_woodhall_printer.lab.law
Boley Copy Rm	law_boley_printer.lab.law

6. Click on **Verify** to check the printer information (note that you must be connected to the Law School network to do this, otherwise the step may be skipped). If the printer verifies correctly, click **OK**.
7. Click **Create...** This will bring up a save box. The name you enter here is how the printer will show up on your desktop, and in the print dialog box. Click **Save**. This will create an icon on your desktop.