

# Mac OS X Printing

**Note:** To print to the Law School printers under OS X you **MUST** be logged in to your Mac with a username and password that matches your Novell/Email account. If you already have your Mac set up this way, skip to the Printer Setup section. If you do not have a login on your Mac that matches your Novell/Email account, you will need to create a new account first.

## Creating a new account under OS X

1. From the **Apple** menu, select **System Preferences...** At the bottom of the window under **System** (see Fig. A), select and open the **Accounts** control panel.



Fig. A

2. In the bottom left hand corner of the window, make sure that the lock is unlocked. If not, click on the lock, and enter your password so that you may make changes.
3. Click **New User** on the Accounts panel and create the user using *your current Novell/Email login*, as shown below in Fig. B. Note that the Accounts panel under OS X 10.3 may look slightly different from the example below.

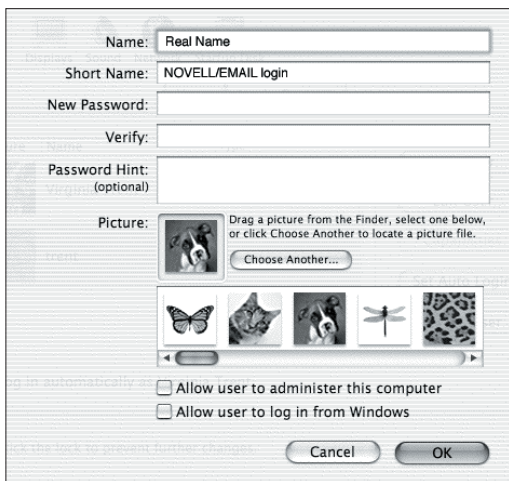


Fig. B

4. Log out, and log in as the user that matches your Novell/Email login, and proceed to the Printer Setup section.

## Setting up the Lab/Wood Hall/Boley Printers under 10.1 and 10.2

1. From the **Go** menu, select **Applications**. Open the **Utilities** folder, and launch **Print Center**.
2. 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 step once for each printer.
3. From the **Print Center** window, select **Add**. Select **IP Printing** from the pull down menu, as shown below in Fig. C. Enter the printer's IP address **149.175.200.13** in the **Printer's Address** window. Uncheck **Use default queue on server**. Enter the printer queue name under **Queue Name**. Under **Printer Model**, select **HP**. Under **Model Name**, select **HP LaserJet 8150 Series**. Click **Add**.

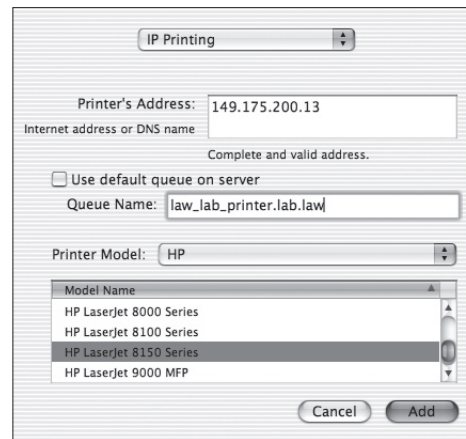


Fig. C

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

4. The last printer that you set up will be set as the default printer. It will show up in the printer list in bold. If you wish to have your home printer or one of the Law School printers you set up earlier as the default, click on the printer in the printer list, go up to the **Printer** menu, and select **Make Default**. Note that if you do not select one of the campus printers as the default, you will need to manually select the printer from the print dialog box when you print on campus.

## Setting up the Lab/Wood Hall/Boley Printers under 10.3

1. From the **Apple** menu, select **System Preferences...** At the bottom of the window under **Hardware** (see Fig. A), select and open the **Print & Fax** control panel.
2. 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 step once for each printer.
3. From the **Print & Fax** window, select the **Printing** tab as shown below in Fig. D. Click on the **Set Up Printers...** button. Click **Add**. Select **IP Printing** from the pull down menu, as shown above in Fig. C. Enter the printer's IP address **149.175.200.13** in the **Printer's Address** window. Uncheck **Use default queue on server**. Enter the printer queue name under **Queue Name**. Under **Printer Model**, select **HP**. Under **Model Name**, select **HP LaserJet 8150 Series**. Click **Add**.

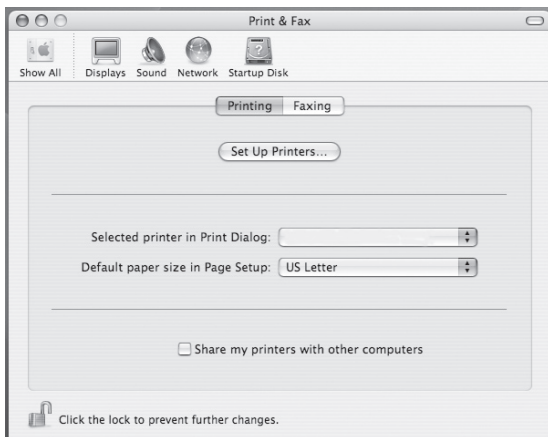


Fig. D

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

5. The last printer that you set up will be set as the default printer. It will show as the **Selected printer in Print Dialog** pull-down menu on the first Printers window, above in Fig. D. If you wish to have your home printer or one of the Law School printers you set up earlier as the default, select the printer from the pull down menu. Note that if you do not select one of the campus printers as the default, you will need to manually select the printer from the print dialog box when you print on campus.

## Changing logins and sharing files for Printing

*Note:* To print, you will need to be logged in as a user with the same name as your Novell/Email login. If your username does not match, your document will appear to print fine, but will not actually reach the printers.

**To log out and log in as a different user:** go to the Apple menu, and select **Log Out...** as shown below in Fig. E. If you have applications currently running, you will either need to quit them before logging out, or the system may prompt you to make sure that it's okay to quit the applications.

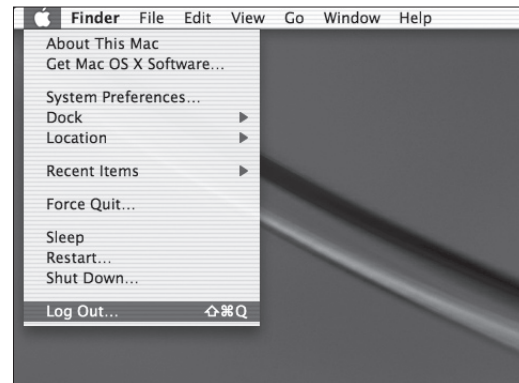


Fig. E

**To share files between the two users on your Mac:** Files placed in the **Shared** folder, located one level above your Home folder, are accessible to all users logged into your Mac. To access the **Shared** folder, from the **Go** menu, select **Home**. Switch the **View** of the window in the window bar at the top to the right hand selection. On the same level as your Home, you should now see a **Shared** folder, as shown below in Fig. F.

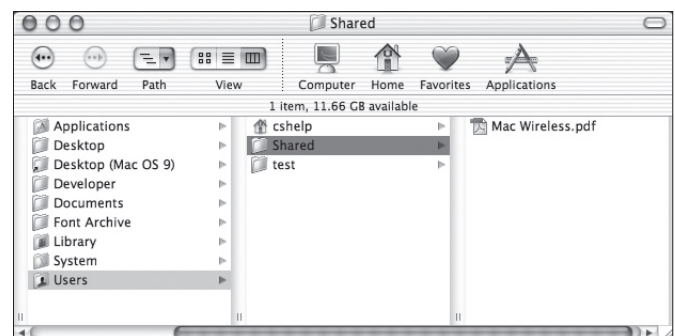


Fig. F

You can also access this folder from the **Go** menu by selecting **Go to Folder...** and entering "Shared" in the dialog box.

**For OS X 10.3 users:** Apple has incorporated a feature called **fast user switching**. This can be enabled from the system preferences Accounts panel. This feature will allow you to switch from one user to another without logging out of the current account. For more information on fast user switching, see your computer's Help.