

## Printing Advice

There are various A4 and A3 printers connected to the network. On **simplex** printers you are able to print on one side of the sheet, on **duplex** printers you are able to print on both sides. Duplex printers have double sided printing enabled by default, so if you wish to only print on one side of the paper, you must select this as an option from the print window.

For printing A0, A1 or A2, please see the fact sheet **Printing Posters to the Plotter**.

### Paying for Printouts

When your document has printed, it is automatically charged to your print budget account. If you do not have enough budget your document will not print (a sheet will print informing you of the reason).

You can check your budget and top up using a credit or debit card by clicking on **Print Budget** on a Lab PC homepage or at <http://studentinfo.lancs.ac.uk/webpay/>

You can also top up using coins at the kiosks located in the library (there is a change machine if you only have notes.)

The various types and costs per **SIDE** are:

- Black and White A4 Simplex **5.5p** Duplex **5p**
- Colour A4 Simplex **21p** Duplex **20.5p**
- Black and White A3 **11p** Colour A3 **29p**
- Colour A2 **£2** Colour A1 **£4** Colour A0 **£8**

### List of Printers

Location	Type			Name
Bowland North Lab (A64)	A4	Black and White	Simplex	\\central-print5\bn-prn-00001
Bowland North Lab (A65)	A4	Black and White	Simplex	\\central-print5\bn-prn-00002
County Main Lab	A4	Black and White	Simplex	\\central-print5\co-prn-00001
County Main Lab	A4	Black and White	Simplex	\\central-print5\co-prn-00002
County Main Lab	A4	Colour	Simplex	\\central-print5\co-prn-00003
Faraday Lab (A39)	A4	Black and White	Duplex	\\central-print4\fa-prn-00007
Faraday Lab (A39)	A4	Black and White	Duplex	\\central-print4\fa-prn-00009
Faraday Lab (A39)	A4	Colour	Simplex	\\central-print5\fa-prn-00019
Furness Lab (B48)	A4	Black and White	Simplex	\\central-print4\fu-prn-00006
Graduate Lab	A4	Black and White	Duplex	\\central-print4\sw-prn-00001
Graduate Lab	A4	Black and White	Duplex	\\central-print4\sw-prn-00002
Graduate Lab	A4	Colour	Simplex	\\central-print4\sw-prn-00003
Learning Zone	A4	Black and White	Duplex	\\central-print5\bo-prn-00022
Learning Zone	A4	Black and White	Duplex	\\central-print5\bo-prn-00023
Learning Zone	A4	Colour	Duplex	\\central-print5\bo-prn-00021
Library A floor Printing Area	A4	Black and White	Duplex	\\central-print5\li-prn-00040
Library A floor Printing Area	A4	Black and White	Duplex	\\central-print5\li-prn-00058
Library A floor Printing Area	A4	Colour	Duplex	\\central-print5\li-prn-00048
Library A floor Printing Area	A3	Black and White	Simplex	\\central-print5\li-prn-00033
Library B floor Bay B	A4	Black and White	Duplex	\\central-print4\li-prn-00026
Library B Floor Bay B	A4	Colour	Duplex	\\central-print5\li-prn-00059
Library B floor Bay E	A4	Black and White	Duplex	\\central-print4\li-prn-00027
Library B floor Bay E	A4	Colour	Simplex	\\central-print5\li-prn-00050
Library B floor Purple Zone	A4	Black and White	Duplex	\\central-print4\li-prn-00025
Library C floor Bay B	A3	Colour	Simplex	\\central-print5\li-prn-00035
Library C floor Bay B	A4	Black and White	Simplex	\\central-print4\li-prn-00028
Library C floor Bay E	A4	Black and White	Simplex	\\central-print4\li-prn-00030
Library C floor Red Zone	A4	Black and White	Simplex	\\central-print4\li-prn-00024
Pendle A13	A4	Black and White	Simplex	\\central-print5\pd-prn-00002

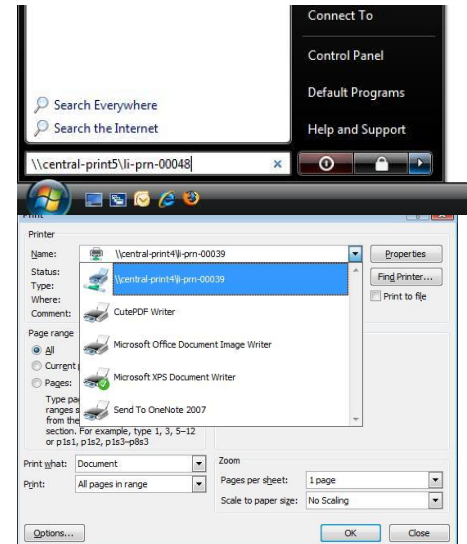
## Printing on Lab PC's

1. Click on the **Office Button** in Microsoft Office, or **File** menu at the top of the screen in most other applications.
2. Click **Print**.
3. Click on the box labelled **Name** and select the printer you want. (Most public access printers appear on the list overleaf, the default printer is usually the one in closest proximity to the PC you are using).
4. Once you have selected the printer you would like it to print to, click **OK**. This will then print your document.

## Adding a Printer in Windows 7, Windows Vista & Windows XP

You can add printers on your PC when connected via eduroam. For help connecting, see the separate sheet **Connecting to the Wireless Network**. You can also add printers on your PC when connected through ResNet, but you must first connect to the VPN. For help connecting, see the separate sheet **Connecting to the VPN**.

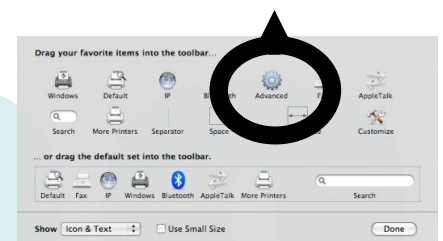
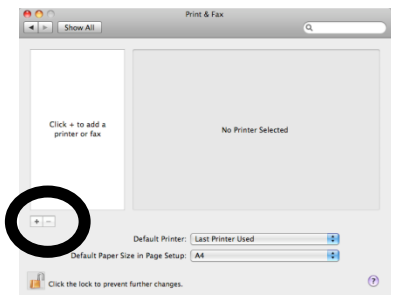
1. Click on the **Start button**.
  2. In Windows 7 & Windows Vista, select the **Start Search** or **Search files and programs** box. In Windows XP, click **Run**.
  3. In the box, type the **Name** of the printer in the format given in the table overleaf (for the Learning Zone it should read \\central-print5\bo-prn-00022).
  4. Enter your Lancaster **username** and **password** in the box that appears. **Note:** your username should be preceded by lancs\ - so it should read lancs\bloggsj
  5. Press **Enter**. You can then close the windows that appear.
- You have now added the printer and you will be able to print from any application.



## Adding a Printer in Mac OSX 10.6 Snow Leopard & Mac OSX 10.5 Leopard

You can only print from a Mac in black and white at the present time. If you wish to print in colour, please save your work as PDF and print it from a Lab PC. You can add printers on your Mac when connected via eduroam. For help connecting, see the separate sheet **Connecting to the Wireless Network**.

1. Click on the **Apple** symbol at the top left of the screen.
2. Click on **System Preferences**.
3. Click on **Print & Fax**.
4. Click on the **Add printer (+)** icon at the bottom left of the window.
5. **Ctrl-Click** (right click) on the menu bar at the top (next to the red and green buttons) and click **Customise Toolbar**.
6. Drag the **Advanced** button from the list to the main toolbar, and click **Done**.
7. Click on the **Advanced** button on the toolbar.
8. After the options load, select **Type: Windows**.
9. In the URL box, type: **smb://[server]/[printer]** (see instructions opposite for list of printers, the server is the section that reads **central-print1** and the printer is the section that reads **ab-prn-00123**. For the Learning Zone, it should read smb://central-print5/bo-prn-00022)
10. In the **Name** box, type the printer name from above (e.g. **ab-prn-00123**).
11. In the **Print using** box, select **Select Printer Software...** (Snow Leopard) or **Select a driver to use...** (Leopard)
12. In the box that appears, search for the printer model. This is usually on the front of the printer (e.g. HP LaserJet 4350tn). **Important** – you **must** select the driver name that is followed by **Gutenprint**. If the exact model is not in the list, use the closest match, e.g. for the HP Laserjet P4015x printers in the Learning Zone, use HP Laserjet 4000 - Gutenprint.
13. Click **Add** (if another box appears, click continue) then close any open windows you have open.



**Important** - The first time you attempt to print any document, you will see a dialogue box prompting you for a username and password (to see this in Snow Leopard, you may have to click on the bouncing dock printer icon, then on resume in the toolbar of the window that appears). In the box that appears, enter your Lancaster **username** and **password**. Your username should be preceded by **lancs\** - so it should read lancs\bloggsj. If you tick the **Remember password** box, you won't be prompted for these details again.