

## Step 1: Install the Print Software & Drivers (Windows XP x64)

Complete **ALL STEPS** unless noted as optional.

- 1.1 [Configure Computer Login Name](#)
- 1.2 [Install Printing Services](#)
- 1.3 [Add a Printer Using the Printer Wizard](#)
- 1.4 [Simplex/Duplex Printing](#) (optional)

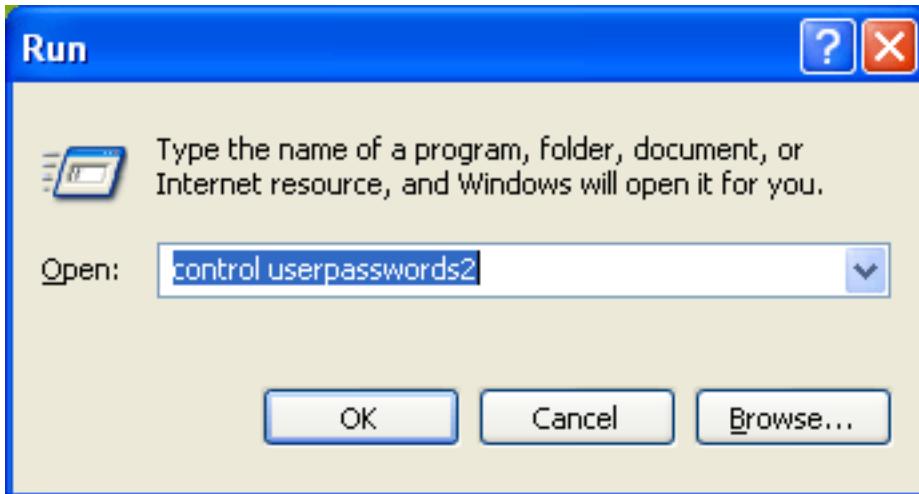
*Last Updated: 8/31/09*

## 1.1 Configure Computer Login Name

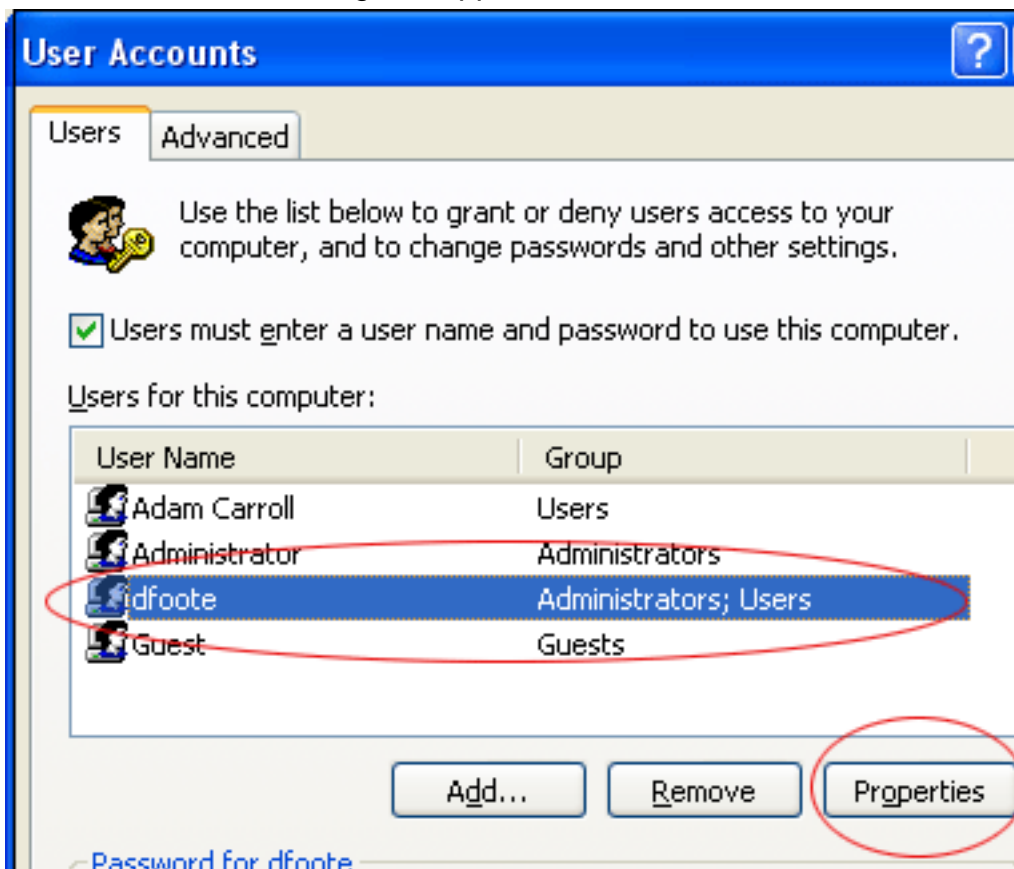
If your desktop or laptop computer is a Windows based machine, and you want to print from it to any of the public cluster or library printers, you must configure your computer login name to be the same as your Andrew userID.

**Note:** If you are running a piece of software that specifically checks the username set on your computer, changing your login may have adverse affects on such programs.

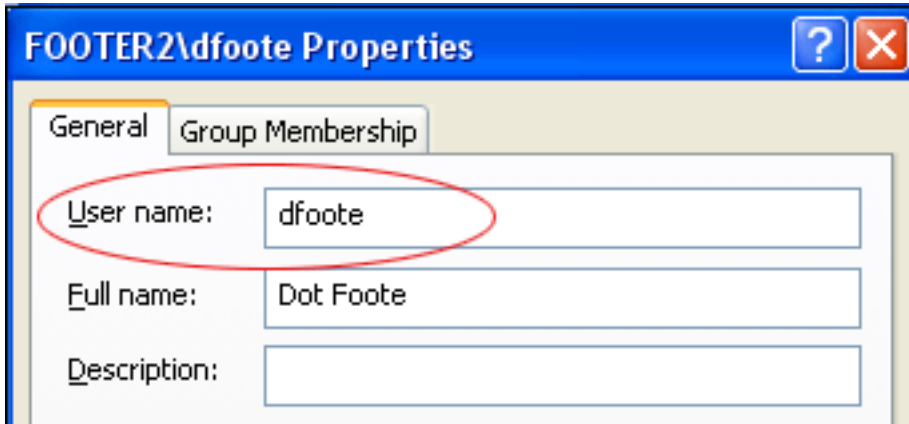
1. Select **Start > Run**.
2. In the **Open** field, type **control userpasswords2** and click **OK**.



3. The User Accounts dialog box appears.



4. Select your **User Name**, then click **Properties**. The Properties dialog box appears.



5. On the General tab, change your **User name** so that it is the same as your **Andrew UserID**.
6. Select **OK**.
7. You must **restart** your computer for the changes to take affect.



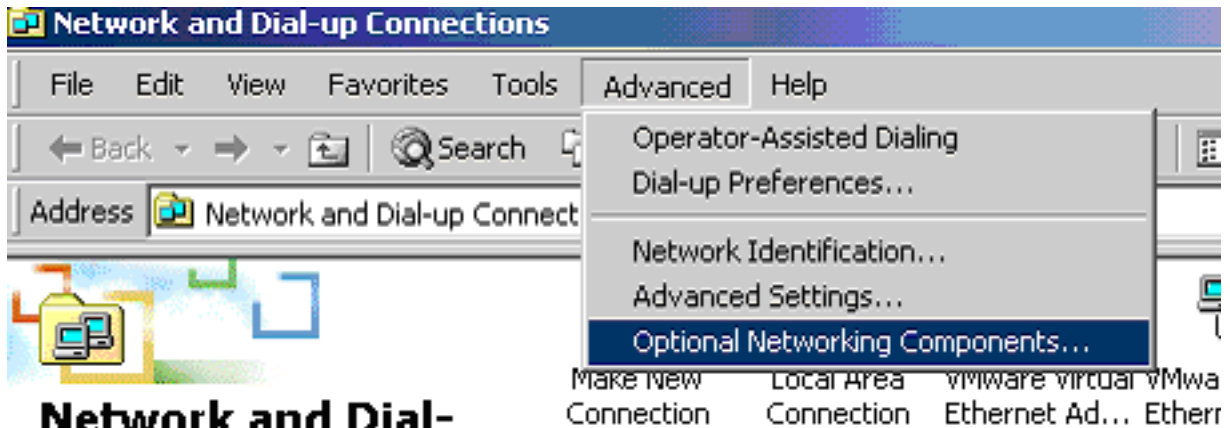
## 1.2 Install Printing Services

*Last Updated: 8/31/09*

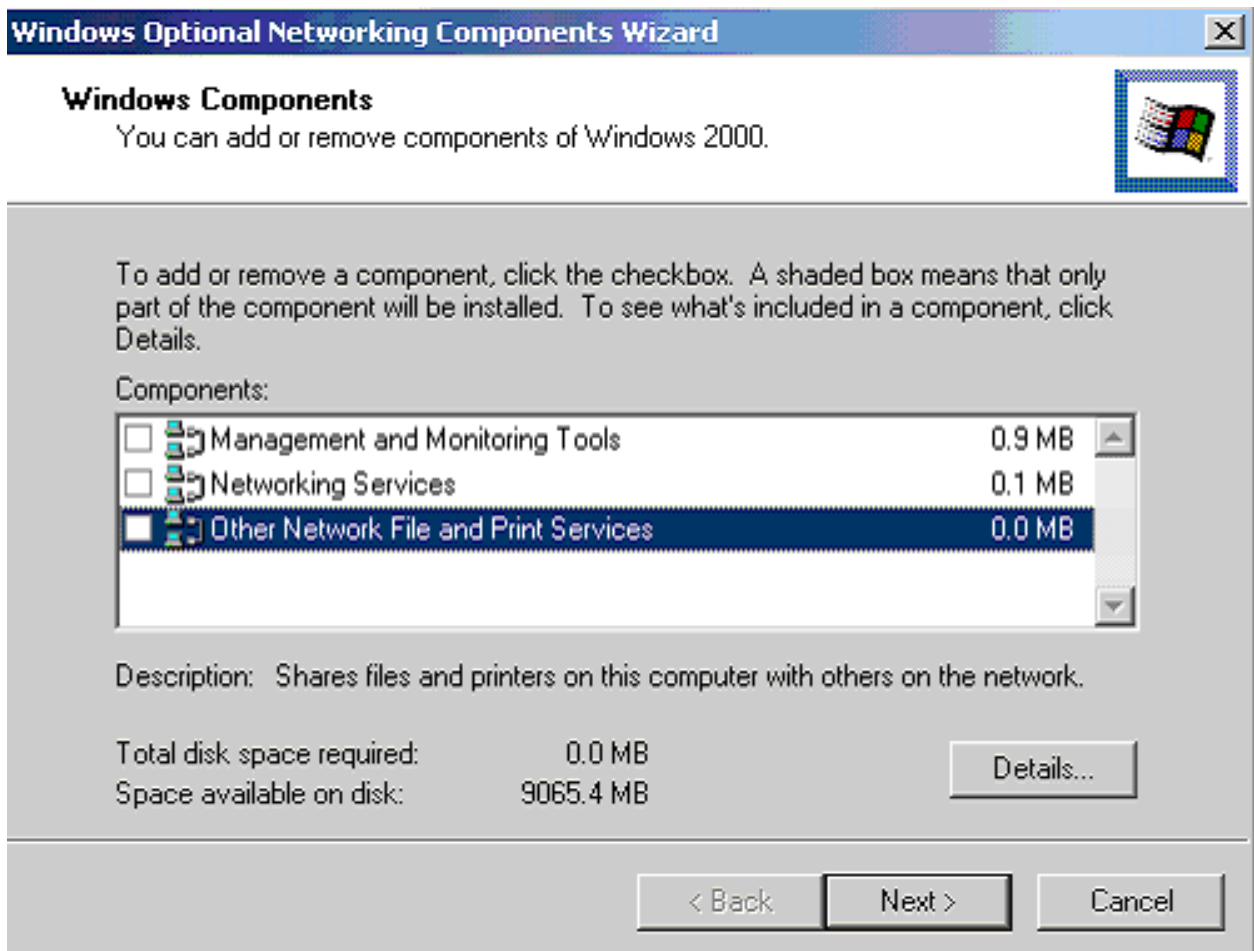
## 1.2 Install Printing Services

Follow these steps to install the Andrew printing services:

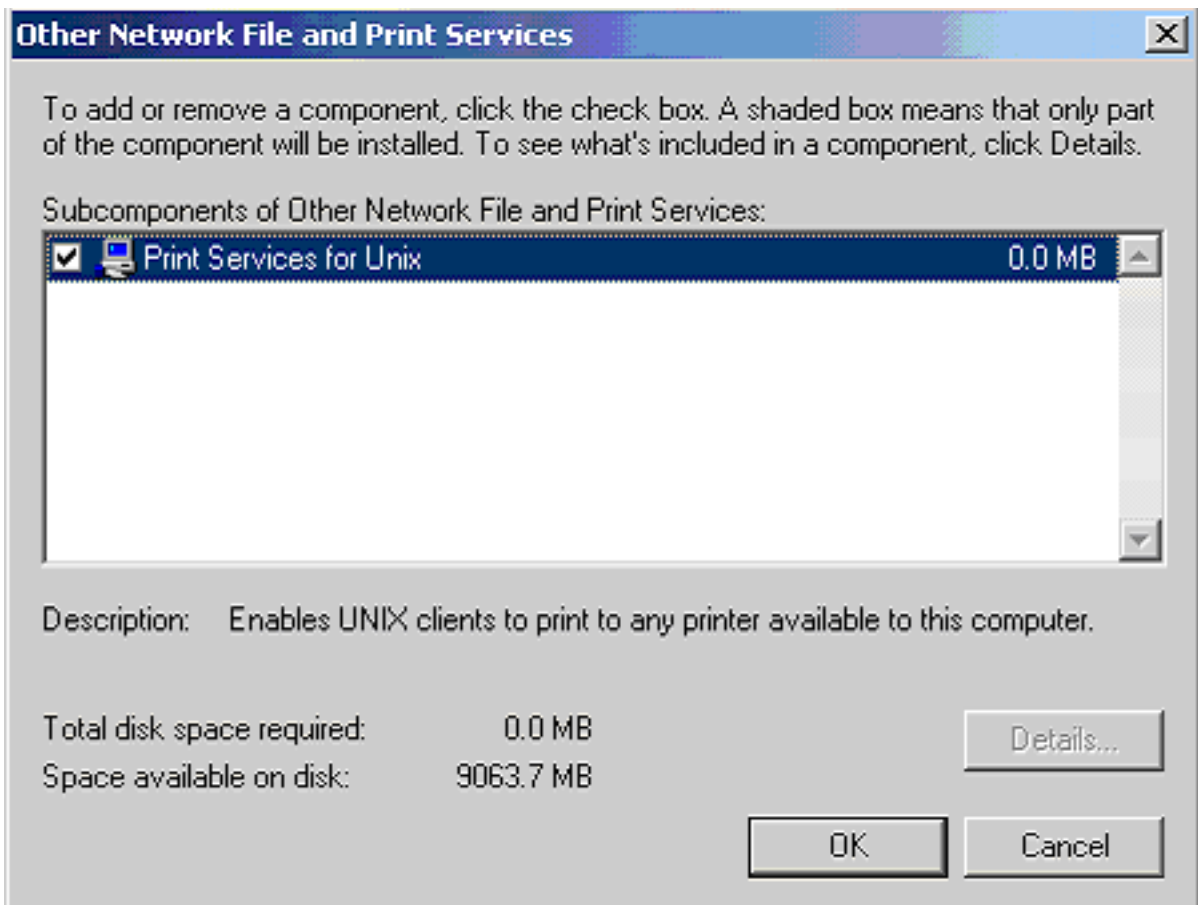
1. On Windows XP Pro x64 machines using the regular menu settings (not classic menus):  
Click **Start > All Programs > Accessories > Communications > Network Connections**.
2. From the **Advanced** menu, select **Optional Networking Components...**



3. Select **Other Network File and Printer Services** and click **Details**.



4. Check the **Print Services for Unix** option and click **OK**.



5. In the Optional Components dialog box, click **Next**.

**Note:** You may be prompted for your Windows XP Pro x64 CD. Once files are copied from the CD, close the Network and Dialup Connections window.



## 1.3 Add a Printer Using the Printer Wizard

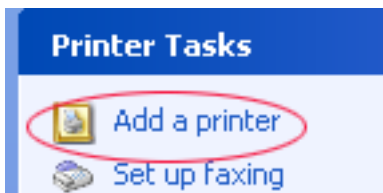
*Last Updated: 6/8/09*

## 1.3 Add a Printer Using the Printer Wizard

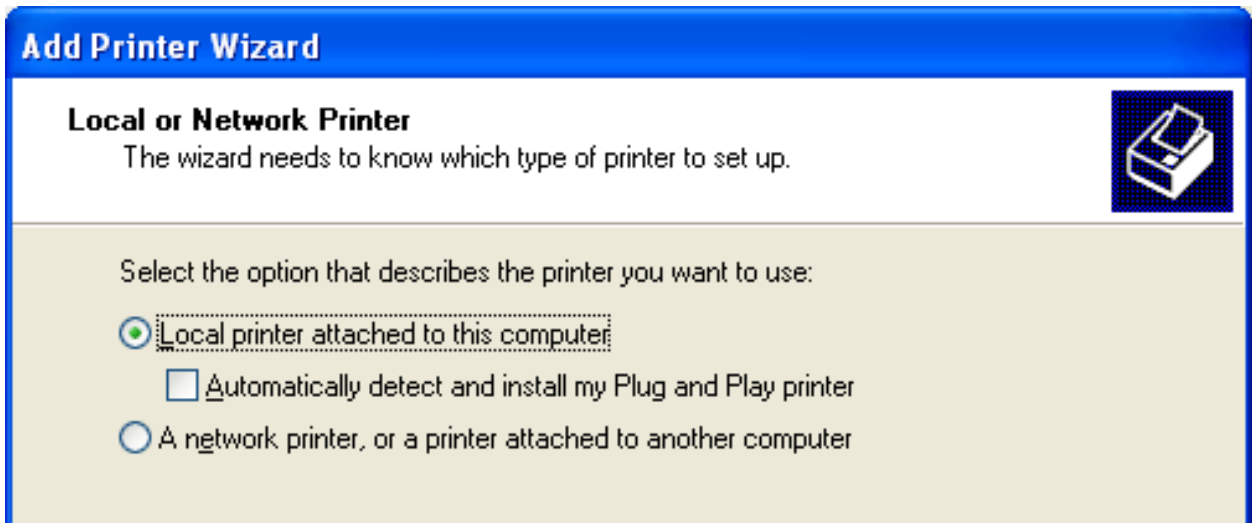
Follow these steps to add a printer:

1. Depending on whether you want to add the Andrew Central "generic" print driver, or a specific printer, do one of the following:
  - The Andrew Central print driver allows you to print to ALL public cluster and library printers from your personal computer. When you select this printer, your print job will be sent to ALL public cluster and library printers on campus. You can release, print and delete your print job from ANY campus release station. To install this service you need to visit [HP's \(http://www.hp.com/country/us/en/support.html?pageDisplay=drivers\)](http://www.hp.com/country/us/en/support.html?pageDisplay=drivers) web site and download the **HP LaserJet 9040/9050 PostScript** printer driver.
  - To use special features such as **color** or **tabloid** printing, reference the [Windows Printer Chart \(http://www.cmu.edu/computing/clusters/printing/winchart.html\)](http://www.cmu.edu/computing/clusters/printing/winchart.html) to determine which printer you want to add (drivers on this page WILL NOT work on 64bit computers). Next, visit the [HP \(http://www.hp.com/country/us/en/support.html?pageDisplay=drivers\)](http://www.hp.com/country/us/en/support.html?pageDisplay=drivers) or [Dell \(http://www.delldriverscenter.com/index.php?id=dld116&gclid=COMlhYCMtZwCFUdM5QodMi29nQ\)](http://www.delldriverscenter.com/index.php?id=dld116&gclid=COMlhYCMtZwCFUdM5QodMi29nQ) web site and download the appropriate PostScript version of the print driver for that printer.

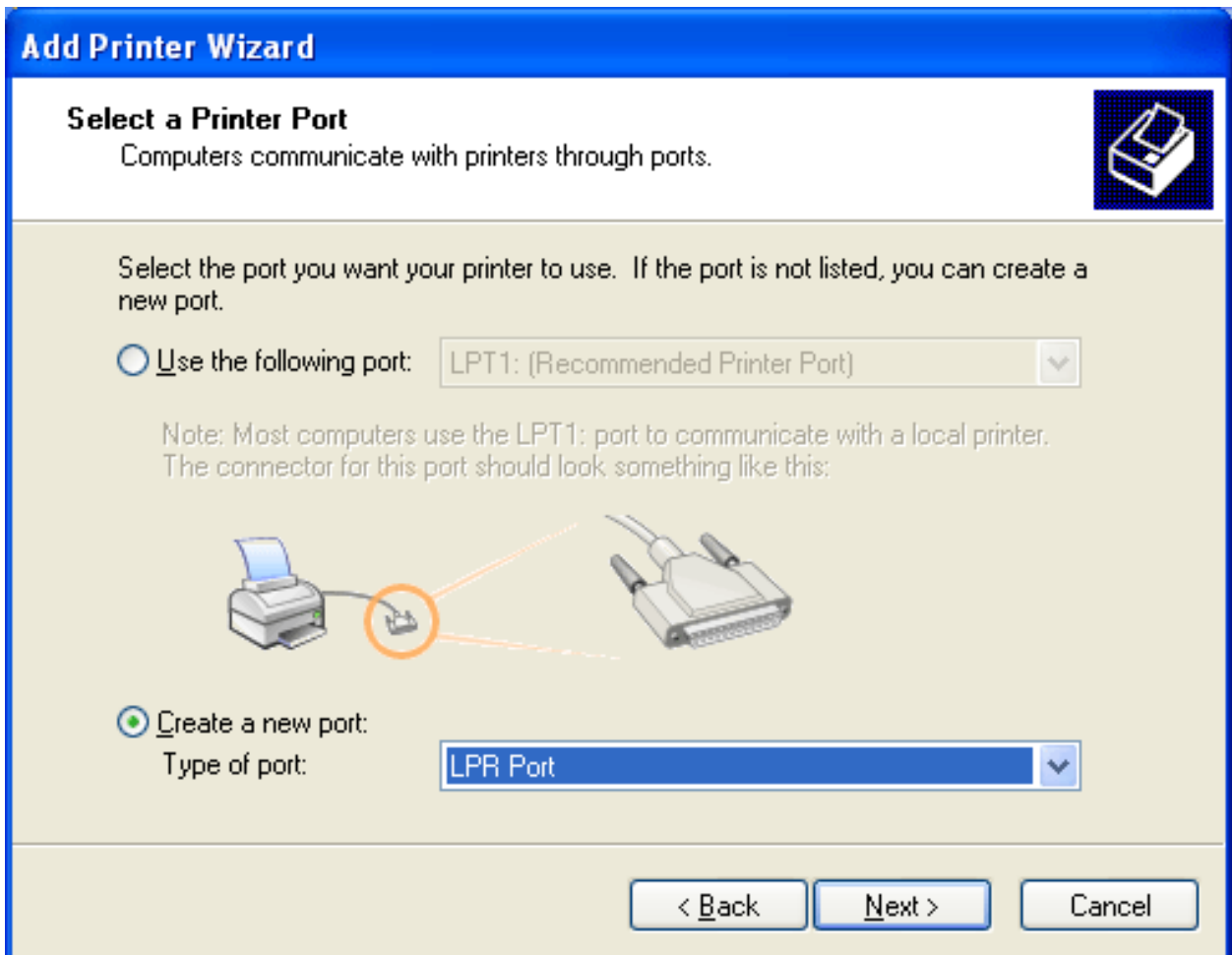
1. Once you've downloaded the appropriate print drivers, click **Start > Printers and Faxes**.
2. Under the Printer Tasks panel, click **Add a printer**.



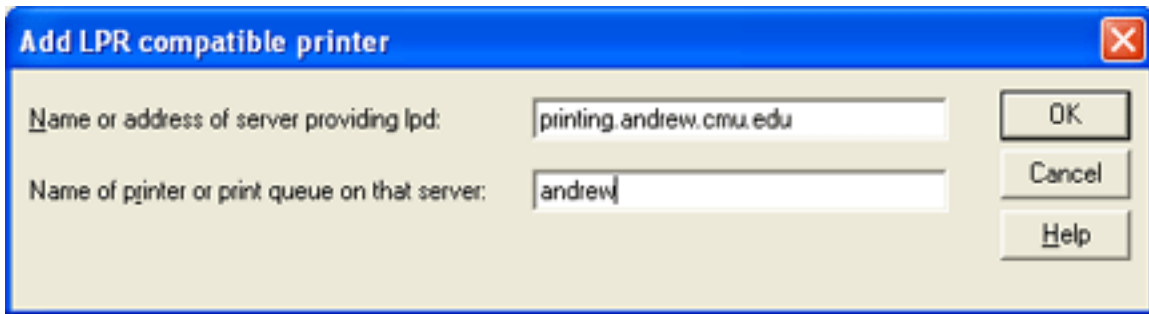
3. The Printer Wizard appears. Click **Next**.
4. Click the **Local Printer** radio button; uncheck **Automatically detect and install my Plug and Play printer**, then click **Next**.



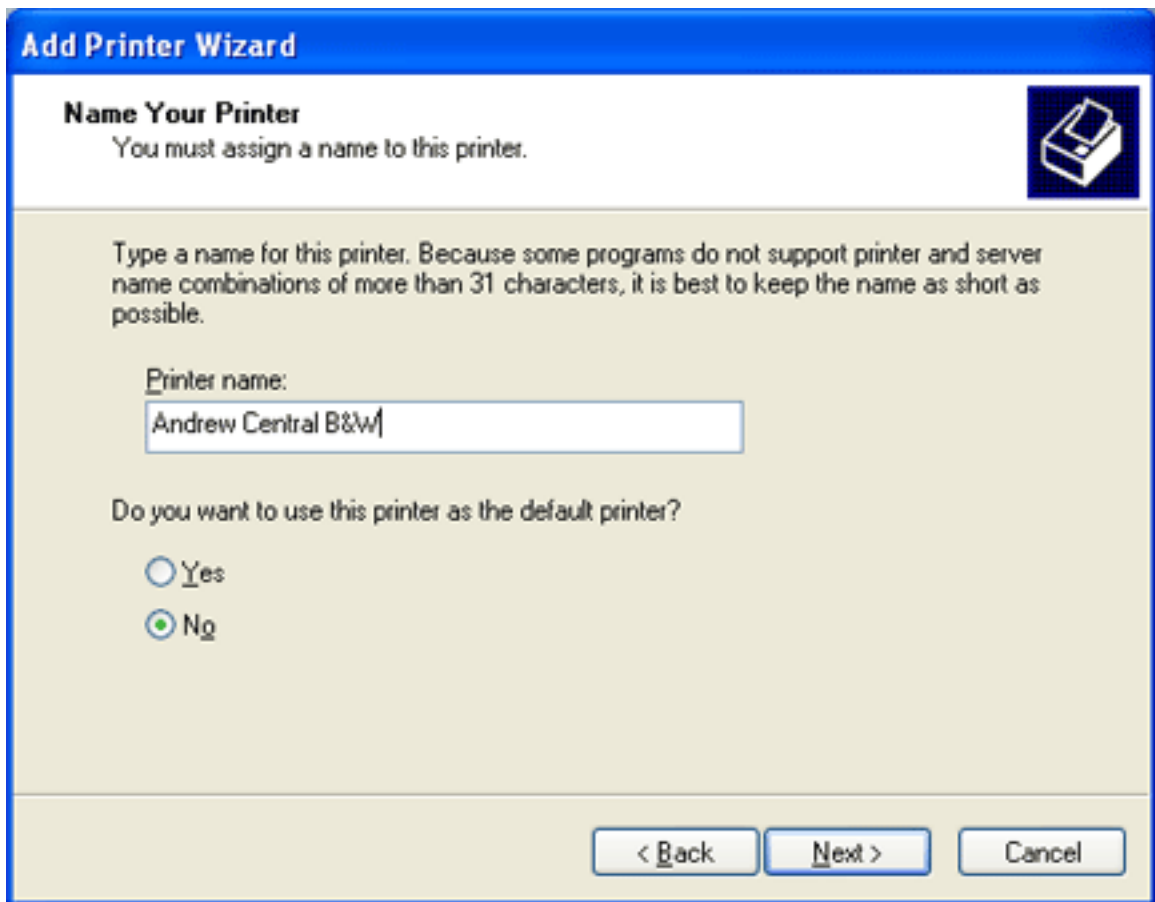
5. Select the **Create a new port** radio button. In the **Type of port** drop-down menu, select **LPR Port**, then click **Next**.



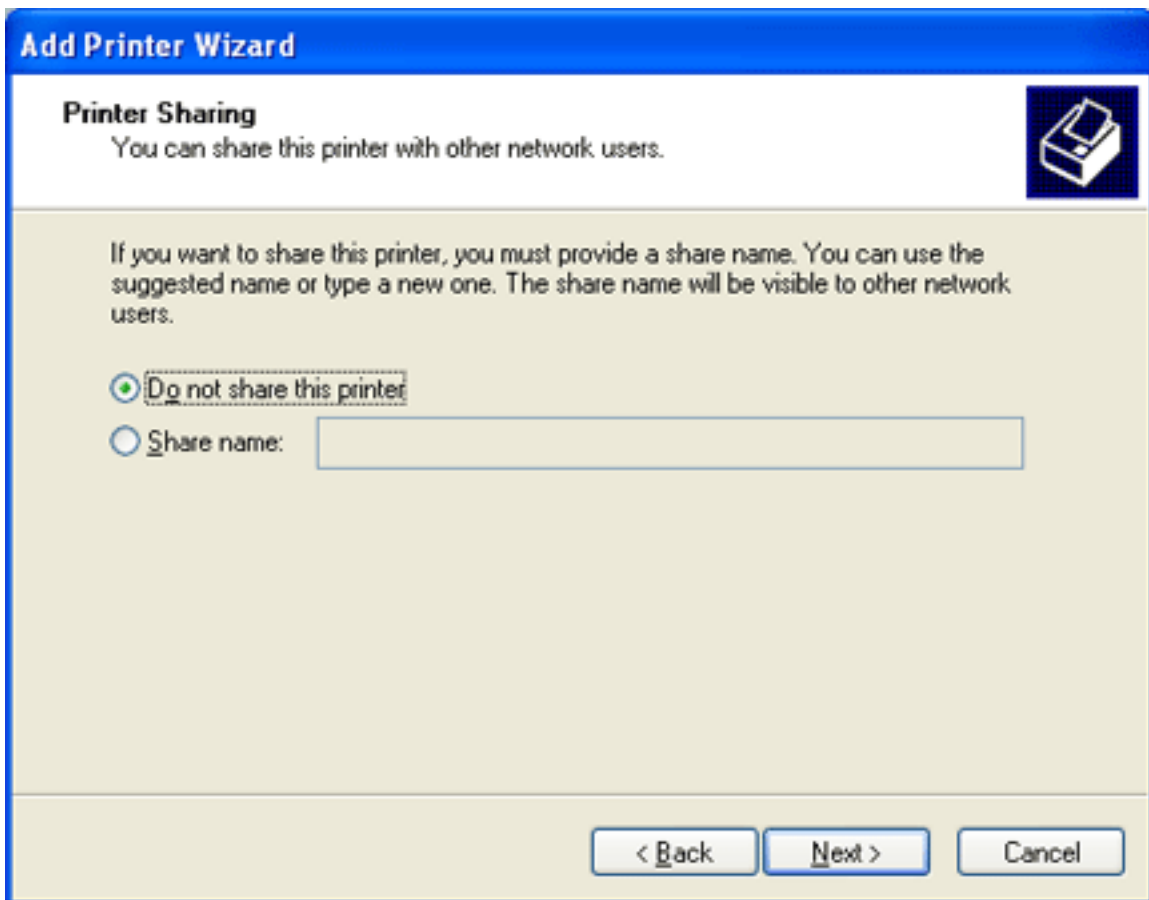
6. The Add LPR compatible printer dialog box appears. In the "Name or address of server providing lpd" field, type **printing.andrew.cmu.edu**. In the "Name of printer or print queue on that server" field, type **andrew** and click **OK**.



- If you receive an error message "Specified port cannot be added. The port already exists", click **OK** and the Select a Printer Port dialog shown in step 5 redisplay. Select the "Use the following port" option and select **printing.andrew.cmu.edu: andrew** from the drop-down list. Click **Next** and continue with step 7.
7. The Install the printer driver dialog box appears. Depending on whether you are installing the generic print driver or the driver for a specific printer, do one of the following:
- To install the generic print driver for ALL Public Cluster or Library printers, on the left side of the screen under Manufacturer, select **HP**. On the right side under Printers select **HP LaserJet 9040/9050 PostScript**. Click **Next**.
  - To install a specific print driver to use special features (e.g., color, tabloid), on the left side of the screen under Manufacturer, select the appropriate manufacturer (i.e., HP or Dell). On the right side under Printers select the appropriate printer driver. Click **Next**.
1. The Name Your Printer dialog appears.
- If you are installing the generic printer driver for ALL Public Cluster and Library printers, type **Andrew Central B&W** in the Printer Name field. If you are installing a specific printer, type that name in the field.
  - You may elect to use this printer as your default.
  - Click **Next**.



2. The Printer Sharing dialog displays. Select the "Do not share this printer" option and click **Next**.



3. The Print Test Page dialog appears. Select **No** and click **Next**.
4. Your printer configuration displays. Check the displayed information for any errors (including typos). If everything is correct, click **Finish**.



## 1.4 Simplex or Duplex Printing

*Last Updated: 9/17/09*

## 1.4 Simplex/Duplex Printing (optional)

Follow these steps to select simplex or duplex printing, otherwise proceed to [Step 2: Ordering Your Print Job](#).

1. Select **Start > Printers and Faxes**.
2. **Right-click** the printer you want to set simplex/duplex for, and then select **Properties**.
3. Select **Printing Preferences**.
4. In the Print on Both Sides area:
  - select **None** to print in simplex
  - most often, you will select **Flip on Long Edge** to print in duplex, but depending on your print job, **Flip on Short Edge** may also be used
1. Click **OK** to save your changes and close any open dialog boxes.



### [Step 2: Ordering Your Print Job](#)

*Last Updated: 10/5/09*

## Step 2: Order Your Print Job (x64 computers)

Follow these steps to order your print job:

1. Select **Print** as you normally would. The application's print dialog box appears.
2. Select the specific public printer you wish to print to, or choose "Andrew - Central B&W Queue" to print to the centralized print queue.
  - By selecting the **Andrew Central B&W queue**, your print job will be available for release at ALL black and white Cluster and Library release stations.
  - The central queue is configured with a generic driver that supports double-sided (duplex) printing and tabloid (11"x17") paper.
  - All print jobs sent to the central print queue expire after 4 hours. The queue for the University Center LL printer features an extended job expiration of 12 hours. You must send your job to that specific print queue to take advantage of the extended job expiration.
  - If you require printer specific features (e.g., manual feed for the CFA cluster, specific resolution settings, etc.), or are printing complex PDFs or Adobe files, we recommend that you use a queue for a specific cluster printer. By using a specific cluster printing queue, you are in turn using a driver that is specific to that printer model. To use special printing features, refer to the "Adding a Specific Printer" steps for your operating system. For a complete list of public printers, spooler information and descriptions, refer to the [Andrew Printing Chart: Windows](http://www.cmu.edu/computing/clusters/printing/winchart.html) (<http://www.cmu.edu/computing/clusters/printing/winchart.html>) or [Andrew Printing Chart: Mac](http://www.cmu.edu/computing/clusters/printing/macchart.html) (<http://www.cmu.edu/computing/clusters/printing/macchart.html>).
3. Select **Print**.



## Step 3: Release Print Job

*Last updated: 10/5/09*

## Step 3: Release Your Print Job

Follow these steps to release your print job from the printer release station:

1. If you selected a specific printer location, visit that location. If you chose "Andrew - Central B&W" (the centralized print queue), visit any release station.
  2. Swipe the **appropriate ID card** or **Plaid Ca\$h card** with the magnetic strip facing the terminal.
    - If you swipe an ID card, only jobs for that userID will appear.
    - If you swipe a Plaid Ca\$h card, all guest jobs will appear.
  3. Locate your job on the screen and touch that part of the screen to select it, verify the cost, and then touch **Print** to print the job.
    - If you entered a password for the job, a password dialog box will be displayed. You will need to enter the same password to release the job.
    - Jobs not printed before the expiration time are automatically deleted.
1. When you are finished touch **Logoff** to exit the queue.

For help with using a manual feed, see [Using Manual Feed \(http://www.cmu.edu/computing/doc/printing/manual.html\)](http://www.cmu.edu/computing/doc/printing/manual.html).

*Last Updated: 10/16/09*