

Installing and Using Law School Printers: Macs



Printers are located on all three floors of the library, in Lab 1, Lab 2, and on the third floor next to the elevator. All are capable of duplexing (printing on both sides of the page).

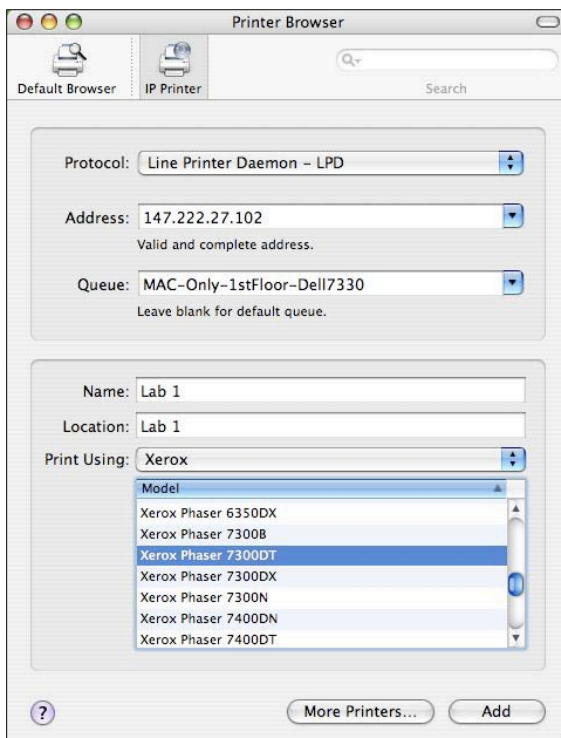
The law library provides 3,000 pages of free printing for each entering law student. After that the cost is \$.06 per page. You can check your print balance on lab computers only. Each time you log onto a lab computer, a pop-up window will display your remaining print balance. You can also click on the **Printing Balance** icon on the desktop.

Attention Snow Leopard OS X v.10.6 Users: You can use Generic PostScript Printer drivers or you install the Xerox drivers from this link:

http://support.apple.com/downloads/Xerox_Printer_Drivers_for_Mac_OS_X_v10_6

Installing Printers

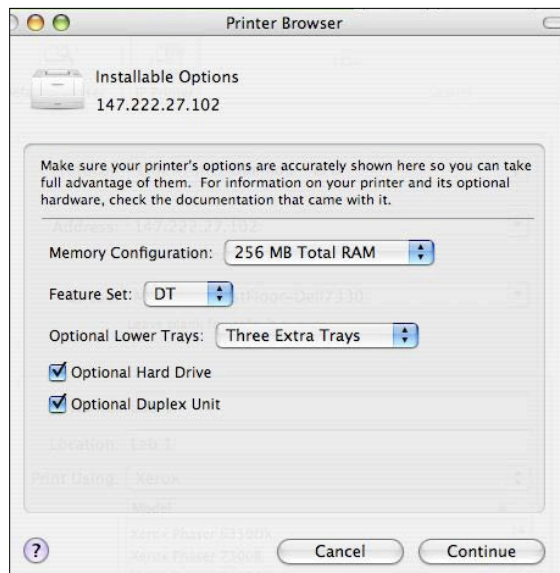
1. Open **System Preferences** ⇒ click on **Print and Fax** ⇒ click the **plus sign (+)** to add a printer
2. You will see the window shown below:



Using the first floor computer lab printer as an example, enter the following:

- Protocol: **Line Printer Daemon-LPD**
- Address: **147.222.27.102**
- Queue: **MAC-Only-1stFloor-Dell7330**
- Name: **Lab 1**
- Location: **Lab 1**
- Print Using: **Xerox Phaser 7300DT or Generic PostScript Printer**
- Click **Add**

3. You will see this window:



- Next to **Optional Lower Trays** choose **Three Extra Trays** ⇒ click **Continue**

4. To add additional printers, repeat step 2 with the following changes:

- Lab 2 Printer
 - Queue: **MAC-Only-2ndFloor-Dell7330**
 - Name: **Lab 2**
 - Location: **Lab 2**
- Third Floor Printer
 - Queue: **MAC-Only-3rdfloor-Dell7330**
 - Name: **Lab 3**
 - Location: **Lab 3**

Printing

To print on the law school printers you need to log in to the Lawprint server once per networking session.

1. In your browser go to: <http://lawprint/webclient.exe> or <http://147.222.27.102/webclient.exe/>
2. In the dialog box enter **“gonzlaw\username”** and your **password**
3. A window will open. You can minimize this window, but keep it open. If you close it you will not be able to print.

If you have questions about printing, ask at the Help Desk or Dalean Neiner’s office, both located next to the first floor computer lab.

Print Accounts

If you deplete your 3,000 pages of free printing you will receive monthly invoices via e-mail. Payment must be made by check payable to "Gonzaga University" and can be placed in the drop box behind the Circulation Desk or mailed to:

Gonzaga University Law Library
Attention: Barb Anderson
PO Box 3528
Spokane, WA 99220-3528

If you reach a -300 balance, your account will be frozen and you will not be able to print until the outstanding balance is paid in full.

If you have questions relating to these policies, contact Patrick Charles, Associate Director (313-3789). Questions about invoices may be directed to Barb Anderson, the library’s administrative secretary (313-3781).