

Installing and Using Law School Printers: Windows 7, Vista, and XP



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.

Installing Printers

1. Connect to Lawprint

Windows 7 and Vista: Click the **Microsoft Orb** ⇒ type [\\lawprint](#) in the **Search** box ⇒ press **Enter**

XP: Click **Start** ⇒ **Run** ⇒ type [\\lawprint](#) ⇒ click **OK**

2. In the **Connect to Lawprint** dialog box enter “**gonzlaw\username**” and your **password** ⇒ click **OK**



3. The Lawprint window will display the three printers:

- 1st Floor Dell 7330 on LAWPRINT
- 2nd Floor Dell 7330 on LAWPRINT
- 3rd Floor Dell 7330 on LAWPRINT

Right click on the printer you want to install ⇒ click **Connect**

Windows 7: You'll see a dialog box asking "Do you trust this printer?" ⇒ click **Install Driver** to continue

Vista: You'll be prompted to click on **Install Driver** (it may seem like the printer is not responding, but it just takes a moment). If you're asked to allow click **Continue**

4. Repeat Step 3 for each printer you want to install

5. To choose a default printer:

Windows 7: Click **Start** ⇒ click **Devices and Printers** ⇒ right click the printer you use most often ⇒ click **Set as Default Printer**

Vista: Click **Start** ⇒ **Control Panel** ⇒ double-click **Printers and Faxes** ⇒ right click the printer you use most often ⇒ click **Set as Default Printer**

Printing

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

Windows 7 and Vista: Click the **Microsoft Orb** ⇒ type [\\lawprint](http://lawprint) in the **Search** box ⇒ press **Enter**. Type "gonzlaw\username" and your **password**. When the Lawprint window appears, close it and you are ready to print.

Vista Users with Internet Explorer 8 - the first time you use the printers you may get a message indicating that this program does not have a valid digital signature. Check the box next to "**do not show me the warning for this program again**" ⇒ choose **Allow**.

XP: Click **Start** ⇒ **Run** ⇒ type [\\lawprint](http://lawprint) ⇒ click **OK**

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).