Installing and Using Law School Printers: Macs

Printers are located on all three floors of the library: the first floor computer lab, and the second and third floor copy rooms next to the elevator. All printers offer 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. 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 computer lab desktop.

Mavericks OS X v.10.9, Mountain Lion OS X v. 10.8, Lion OS X v. 10.7, and Snow Leopard OS X v.10.6 Users: You can use Generic PostScript Printer drivers or you can 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 Scan click the plus sign (+) to add a printer

2. You will see the window shown below: choose IP Printer
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
- **Use:** Generic PostScript Printer or Select Printer Software, Type Xerox in the search box and choose Xerox Phaser 7300DT and Ok
- **Click Add**

3. You will see this window if you choose **Generic PostScript Printer** ⇒ click **OK**

4. To add additional printers, repeat step 2 with the following changes:
   - **Second Floor Printer**
     - **Queue:** MAC-Only-2ndFloor-Dell7330
     - **Name:** Second Floor Library
     - **Location:** Second Floor Library
• Third Floor Printer
  • Queue: **MAC-Only-3rdfloor-Dell7330**
  • Name: **Third Floor Library**
  • Location: **Third Floor Library**

• First Floor Color Printer
  • Queue: **MAC-Only-Lab1-Color-Dell3130**
  • Name: **Lab 1**
  • Location: **Lab 1**

**Use the generic PostScript Printer driver**

**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](http://lawprint/webclient.exe) or [http://147.222.27.102/webclient.exe/](http://147.222.27.102/webclient.exe/)

2. In the dialog box enter "gonzaga\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 Dalean Neiner (office 159) 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: Laura Miller  
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, Library Director, 509-313-3789. Questions about invoices may be directed to Laura Miller, the library’s administrative secretary, 509-313-3781.