

1. Under Control Panel, open Devices and Printers.

- 2. Right click and delete the old printers.
- 3. Select Add a Printer



## 4. Select Add a network, wireless or Bluetooth printerSelect a shared printer by name and type:

http://services.as.utexas.edu:631/printers/printer\_name

where *printer\_name* is the printer you wish to connect to: examples being dw, laser4, laser5, laser 16, bitbucket, etc. Example shows setup for the printer scribe.

Add Printer	
Find a printer by name or TCP/IP address	
Browse for a printer	
Select a shared printer by name	
http://services.as.utexas.edu:631/printers/scribe	Browse
Example: \\computername\printername or http://computername/printers/printername/.printer	
O Add a printer using a TCP/IP address or hostname	
	Next Cance

## 5. Click Next.

6. Select Generic under Manufacturer and select Generic PostScript

an installation printer docume	disk, clie entation	ck Have Disk. If your printer is not listed, consult for a compatible printer.	your
Manufacturer	*	Printers	
Generic Gestetner HP infotec KONICA MINOLTA	•	HP LaserJet 5200 Series PCL 5 HP LaserJet 5200L Series PCL 5 HP LaserJet M3027 mfp PCL6 HP LaserJet M3035 mfp PCL6 HP LaserJet M4345 mfp PCL6	
This driver is digitally <u>Tell me why driver s</u>	y signed igning is	Have Dis	sk

- 7. Click Ok.
- 8. Click Next.
- 9. Click Finish. Set as default if you wish. Your printer is now ready for use.
- 10. Repeat for all your printers.

Public Printers that are available:

dw - duplex color printer in RLM 16.304

laser13 - duplex black & white printer in RLM 13.122

- laser15 duplex black & white printer in RLM 15.210
- laser16 duplex print job load balancer class that uses laser4 and laser5
- laser4 duplex black & white printer in RLM 16.304
- laser5 duplex black & white printer in RLM 16.304  $\,$

Recommended: laser16 and dw