

# Printing

---

## Contents

List of printers in PPD.....	2
Print Queues .....	2
Setting up network printers.....	3
Windows 7 / Vista.....	3
Windows XP .....	4
Mac OS X.....	4
Linux.....	4

Contact [SPBU IT Helpdesk](#) with any further questions, comments or corrections.

## List of printers in PPD

The departmental print server is HEPWIN2008A. All these printers can be found under \\hepwin2008a\*<printer-name>*

Name	Location	Model	Notes
<b>HEPCPS1</b> <i>HEPCA3PS1</i> <i>HEPFAX</i>	R1, 2.42	Canon C5045i	A4, colour A3, colour
<b>HEPCPS2</b>	R1, 1.51	HP LaserJet CP3505 PS	A4, colour
<b>HEPPS3</b> <i>HEPSPS3</i> <i>HEPA3PS3</i>	R1, 2.42	HP LaserJet 9040 DN	A4 A4, single-sided A3, single-sided
<b>HEPCPS4</b>	R1, 1.49	HP Color LaserJet 3800 DN	A4, colour
<b>HEPPS5</b> <i>HEPSPS5</i> <i>HEPA3PS5</i>	R1, 1.51	HP LaserJet 9040 DN	A4 A4, single-sided
<b>HEPCPS5</b>	R1, 2.27	HP Color LaserJet 3800 DN	A4, colour
<b>HEPPS6</b>	R1, 2.53	HP LaserJet 2300 DN	A3, single-sided
<b>HEPCPS6</b>	R1, 2.25	HP Color LaserJet 3800 DN	A4, colour
<b>HEPCPS7</b>	R1, 1.93	HP Color LaserJet 3800 DN	A4, colour
<b>HEPCPS8</b>	R1, 1.90	HP Color LaserJet 3800 DN	A4, colour
<b>HEPA0</b>	R1, 2.71	HP DesignJet 800 PS	A0, single-sided
<b>MICE_R1_HP</b>	R1, 2.27	HP LaserJet CP2025 DN	A4, colour
<b>MICE_R76_OKI</b>	R76	Okii C9500	A3, colour

## Print Queues

The print server runs a web interface allowing any user to view the current status of all printers, and how many jobs are in the queue. This can be found here:-

[http://hepwin2008a.dc.pp.rl.ac.uk/Printers/ipp\\_0001.asp](http://hepwin2008a.dc.pp.rl.ac.uk/Printers/ipp_0001.asp) ;

or alternatively, individual printers at:-

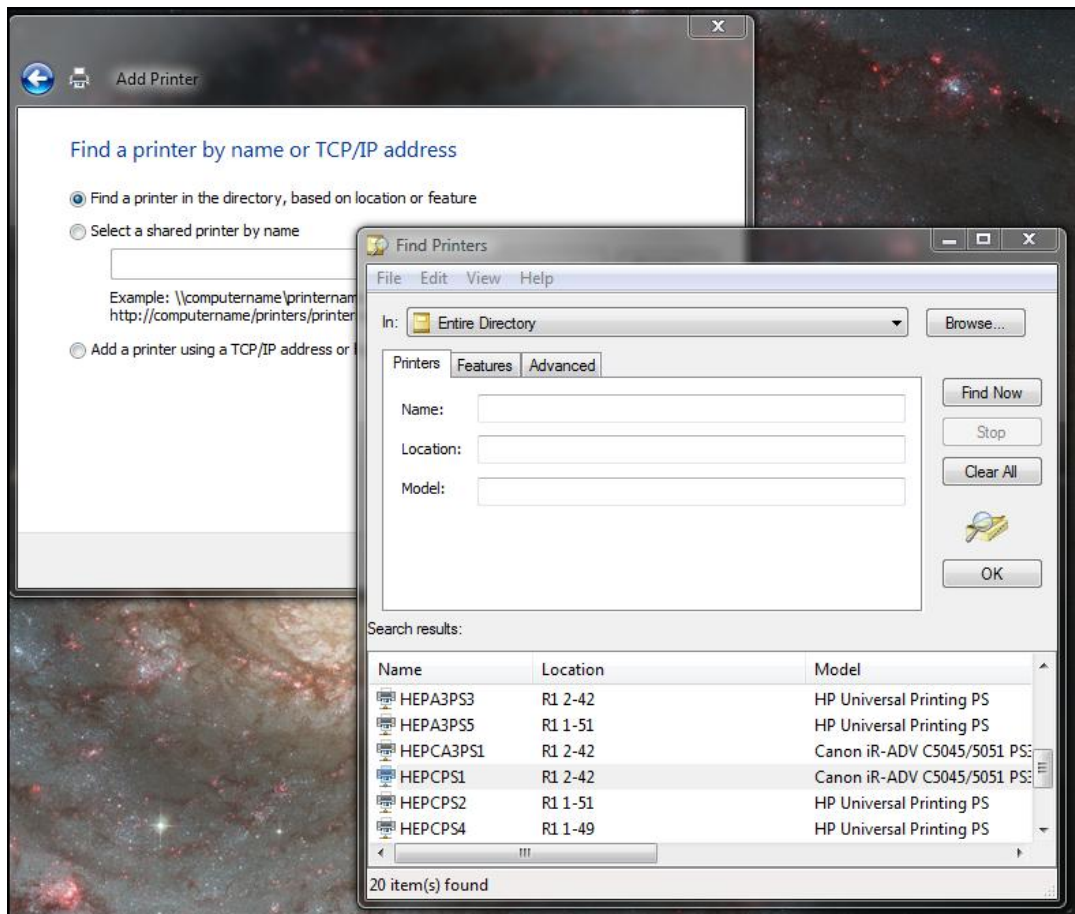
<http://hepwin2008a.dc.pp.rl.ac.uk/printers/<printer-name>/printer>.

## Setting up network printers

On Windows systems, the default network printers above should automatically be deployed to your computer. If for any reason the printer you want does not appear or you are using a different operating system, instructions for adding printers are below.

### Windows 7 / Vista

1. **Windows 7**- Open the Start Menu and go to *Devices and Printers*.  
**Vista**- Open the Start Menu and go to Control Panel (Classic view) > *Printers*.
2. Click *Add a printer* on the toolbar at the top of the window.
3. Select *Add a network, wireless or Bluetooth printer*.
4. Click *The printer that I want isn't listed*.
5. If you know the address of the printer (e.g. `\\hepwin2008a\hepcps1`), select the second option and type this in the box. Alternatively keep the first option selected and click *Next*.



6. If you opted to find a printer in the directory, click *Find now*, and select the printer you want from the list.
7. If you wish, tick the box to set this printer as the default. Click *Next* and then *Finish*.

## Windows XP

1. Open the Start Menu and go to *Printers and Faxes*.
2. Under the *Printer Tasks* pane on the left-hand side, click *Add a printer*.
3. Click *Next*, and select *A network printer, or a printer attached to another computer*, and then *Next* again.
4. Follow steps 5-7 as above.

## Mac OS X

1. Launch Printer Setup Utility (found under /Applications/Utilities).
2. Click *Add*:
  - Choose IP Printing as the class;
  - Printer type should be LPD/LPR;
  - Printer address is **hepwin2008a.pp.rl.ac.uk**;
  - Set the queue name to whichever printer you require.

## Linux

The queues should already be defined as above.