

Computer User Name: school
Computer Password: LCSL

16th, 17th, 18th Floor Printing Directions: PC or Mac Users

1. Go to File – Print
2. Select the correct printer for the floor (from the drop-down menu at the top) and click “Print”
3. A pop-up window will ask for your User Name and Password, the User Name is your copy code and there is no password. Select “Ok”.

15th Floor: Mac users

1. Go to File – Print
2. Select the Sharp 1526 Printer from the drop down menu at the top and then select “Job Handling” from the “Copies & Pages” pull down third drop-down menu).
3. Select the “Authentication” tab and then click the “User Number” bubble (not “user authentication”!) and type in your code. Select “OK” and then “Print”

-If you are the only person who uses this computer (faculty), you can click the lock next to the “User Number” input to save the code. If you are not the only user on the computer do not click this, it will allow other people to use your code and quota.

Double-sided printing:

In the “print” window, click the drop-down menu called “Copies and Pages” (third from the top). Select “layout”. Switch “two-side” to “on”. Choose “long-edge” binding.

15th Floor: PC Users

When printing to the Sharp copier in 1526 you must enable the password in order for your print to be processed.

1. Go to File – Print
1. Select the Sharp 1526 Printer from the drop down menu at the top and then “Properties”
2. Select the “Job Handling” tab and then click the “User Number” box and type in your code. (Not authentication) Select “OK” and then “Print”

- If you are not the only person to use this computer be sure to manually go back in and delete your code, this is the easiest way to insure that your code will be deleted from the printing preferences. To do this, go through the same process as above; just delete your code instead of entering it. If you do not do this your code will still be programmed into the printer options and others might use it.

- If you are the only user on the computer you can program your code into your computer by going to Start – Control Panel – Printers and Other Hardware – Printers and Faxes. Right Click on the printer and then select “Properties”. Select “Printing Preferences” on the “General” tab and then “Job Handling” on the next pop up window. You will then be able to select “User Number” and type in your code. This will allow the copier to use this number for all prints. **Do not enable this if you are not the only person using this computer** as it will only use this copy code and quota.

Double-sided printing:

In the “print” window, select “Properties”. Select the “Finishing” tab and click on 2-sided printing.

U-Print Directions for a PC or Mac

1. Go to File – Print
2. Select the U-Print UH1526 HP Printer (from the drop-down menu at the top) and click “Print”
3. A pop-up window will ask you to type in your Net ID (this is the same ID as your e-mail), after you have done this select “Ok”
4. To release your job to print, go to the U-Print Station in 1526 UH (it is the closest computer to the door) and enter your Net ID and password. If your account no longer has money, you will have to purchase a Dragon Dollar Card to be able to print.

ATTENTION U-PRINT USERS:

On some computers, the name of the U-Print printer is “U-Print 1731”. The printer is not in 1731 but in 1526! The name is incorrect but the printer works!