

These instructions will inform you how to **print from a laptop** using Windows 2000 at SFU Harbour Centre:

What you need:

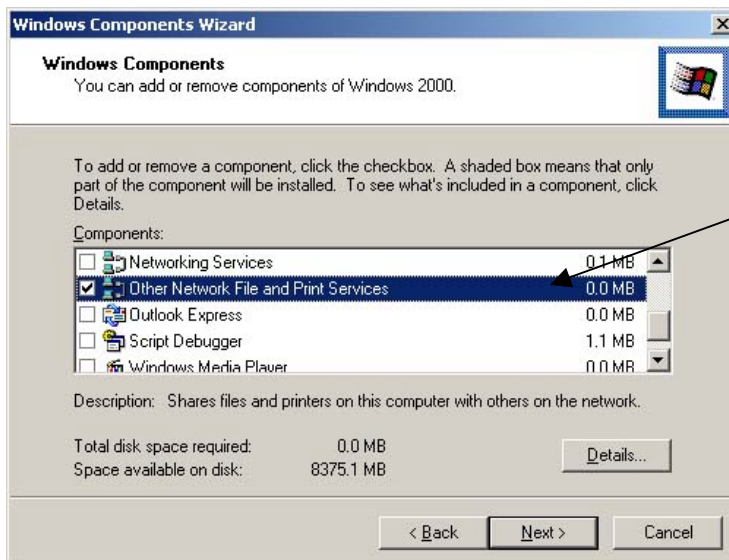
Determine your Windows' login ID for your laptop. To avoid any confusion while retrieving your print job from our printer release console (*Room 1340*), we recommend that you create/rename this Windows' login ID to match your SFU computing ID.

Download the appropriate printer drivers (PCL 6 driver) from HP's website (<http://www.hp.com>):

- Black & White Printer: HP LaserJet 9000
- Colour Printer: HP Color LaserJet 4600

LPR Print Service Installation:

1. Go to **Start → Settings → Control Panel → Add/Remove Programs.**
2. Click on **Add/Remove Windows Components.**



Scroll down until you find **Other Network File and Print Services.**

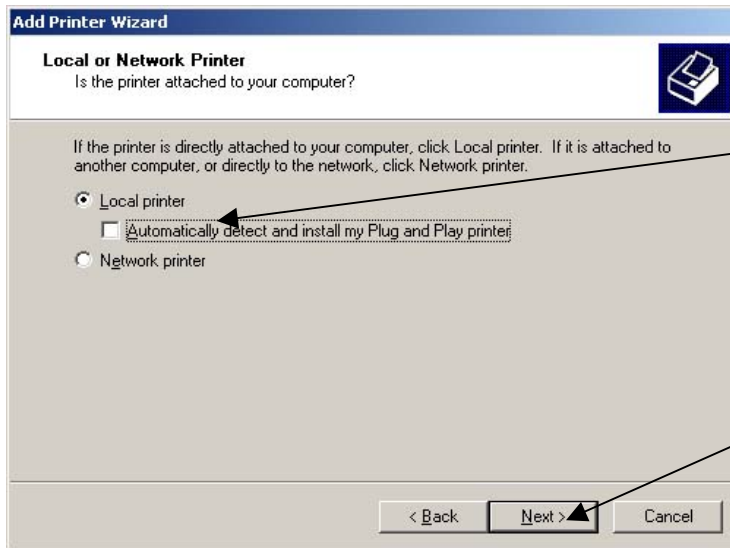
- If this box is checked, then go to the next step
- If it's unchecked, check it and click **Next.** *You may need your Windows CD to complete this installation.*

3.

Laptop Printing Configuration:

1. Go to **Start → Settings → Printers.**
2. Double click on **Add Printer.**
3. Click the **Next** button on the **Add Printer Wizard** Screen.

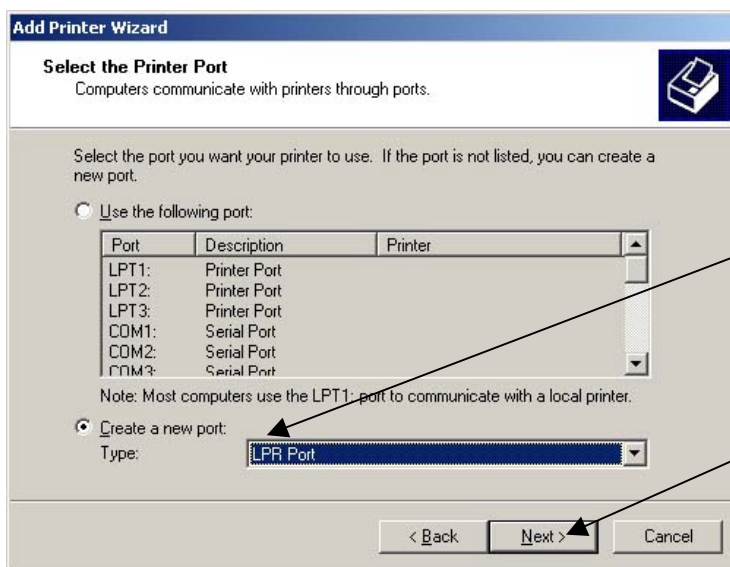
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Select **Local printer** and make sure **Automatically detect and install my Plug and Play printer** is unchecked.

Click on the **Next** button.

4.

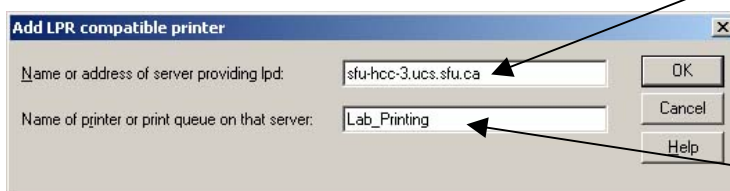


Select **Create a new port** and in the drop down **Type** list select **LPR Port**.

Click on the **Next** button.

5.

6. Enter the name of the printer server and the print queue.



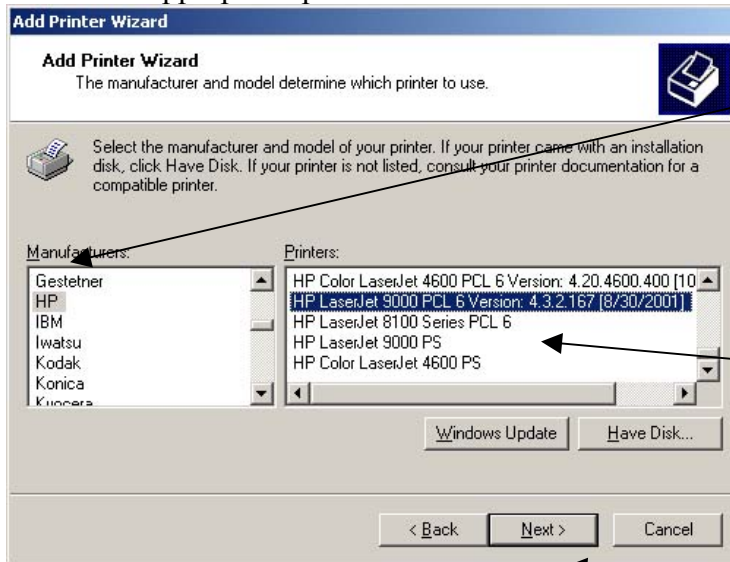
On **Name or address of server..** type in **sfu-hcc-3.ucs.sfu.ca**

On **Name of printer or print queue..** type in:

- for Black&White: **Lab_Printing**
- for Colour: **Colour_Printing**

These instructions will inform you how to **print from a laptop** using Windows 2000 at SFU Harbour Centre:

7. Locate the appropriate printer driver.

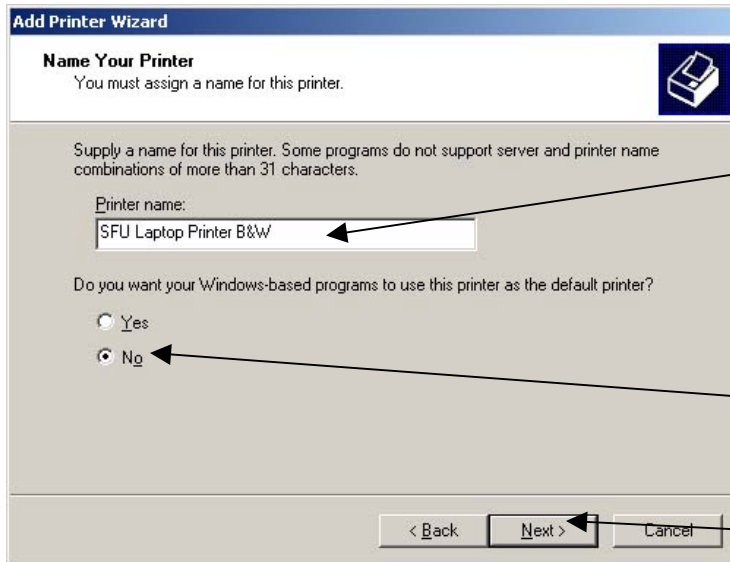


Select **HP** from the **Manufacturers** list.

Look for the driver in the **Printers** subsection:

- Black&White: **HP LaserJet 9000 PCL 6**
- Colour: **HP Color LaserJet 4600 PCL 6**

Click on the **Next** button.



The default name is the printer model, you can rename it to something more meaningful i.e. **SFU Laptop Printer B&W**.

Select **No**

Click on the **Next** button.

8.

9. On the next screen, select **Do not share this printer** and click the **Next** button.

10. If you want to print a test page select **Yes**; otherwise select **No** and click the **Next** button.

11. Click **Finish** on the next screen.

12. The printer setup is now complete. You may go to our printer release console at **Room 1340** to release your print job(s) (*your printing ID would be the same as your Windows' login ID*).