

Printing Instructions

Printer Name: mhugw1085

Printer Location: Miller Hall Undergraduate Wing

([\\gutenberg.campus.wm.edu\mhugw1085](http://gutenberg.campus.wm.edu/mhugw1085))

Windows XP or Windows Vista

1. Click on Start, Run and Type `\\gutenberg.campus.wm.edu\printername` as listed above into the start search box
2. You will be prompted for a user name. Type `campus\your WMuserid` and enter your password

Macintosh OS 10.3 or newer

1. Use Print & Fax to add a printer with the following settings
2. Choose IP Printer button at the top of the Printer Browser window.
3. Protocol: LPD or LPR/LPD
4. Address: gutenberg.campus.wm.edu
5. Queue: The text at the end of gutenberg.campus.wm.edu in the printer list above. For example, enter barrett for the Barrett Lab or mwll for the Law School Lab.
6. Name: Something meaningful to you.
7. Location: Something meaningful to you.
8. Print Using: Choose HP and model 4200 for labs and classrooms.
9. For Mac printing to Ricoh printers in Landrum and Jamestown South residence halls, select HP Laserjet 6 Series as the driver. The HP Laserjet 6 Series drive is available on the operating system of all recently purchased Macs.
10. Click Add, then continue (the settings will be detected automatically)
11. At this point you can send a print job to the printer but it will be paused on the print server. To release the print job:
12. Open a web browser to <https://labprinting.wm.edu> (tip: add this link to your bookmark bar for quick access)
13. Logon with your WMuserid and password.
14. Select the print job and click the print button