Printing to the Library Printers from your Windows PC or Mac

Printing from your Windows PC or Mac to the Library printers is simple, and allows you to release jobs at the Library as if you printed from their workstations. Before you can print there, however, you need to connect your Windows PC or Mac to the Library print queue.

The following instructions are for cash release only. To pay with your Drew Debit card, be sure to install the Library_DrewDEBIT_BW_Public printer and print to that.

Windows PC

1. Go to Start, and in the search bar, type
   
   ```\offset```

   and hit Enter.

2. If you are not using a Drew-issued PC, or your computer is not logged into the Drew Novell Network, a screen will come up asking for your userid and password.
   a. In the Username field, use DREW-AD\yourusername where yourusername is the part of your Drew email address before the "@".
   b. Use your Drew uLogin password for the password.
3. In the list of printer icons that appears, find **Library_CASH_BW_Public**.

   ![Printer Icons](image)

4. Double-click **Library_CASH_BW_Public**, and the printer driver will automatically download and install on your computer.
When you see the above window, the printer is connected.

Be sure to double-click Library_CASH_BW_Public, not Library_CASH_BW_Public_1 or Library_CASH_BW_Public_2. The Library_CASH_BW_Public queue will balance between the two printers automatically.

You may now choose "Library_CASH_BW_Public" as a printer from your applications. When you print to it, it will go into a hold queue, and can be released from the library Cash Release Station or, in a pinch, by library staff.

To install the Library_DrewDEBIT_BW_Public printer and pay with your Drew Debit (Bookstore) account, follow the above instructions, but replace all instances of "Library_CASH_BW_Public" with "Library_DrewDEBIT_BW_Public".

NOTE: Jobs will remain in the queue for only 1-2 hours, so be sure to go to the print release station and print within an hour.

Mac

When you reach the step prompting for the printer name, choose/enter OFFSET-Library_CASH_BW_Public printer (for cash release) or OFFSET-T-Library_DrewDEBIT_BW_Public (to pay with your Drew Debit/Bookstore account).

The following instructions require you to have the printer queue name for the Offset printer. You can get this from someone else in the department that uses the printer. The name will include the location, department and model of the printer. The model number is not the queue name.

You will also need to be an administrator on the computer in order to add a printer.

Enabling CUPS Printer Interface for Mac - CUPS is a network printing service used by Mac computers. It allows you to setup your printers on a network.

Before installing Sharp Copiers (This is required to use "finishing" options like hole punching and stapling)

1. Go to www.sharpusa.com
2. Click Support at the top and Product Downloads under Business Products Support?
3. Choose MFPs under Product Category
4. Select the model number of the Sharp Copier under Product
5. Change File Type to Drivers and Utilities
6. Click Search
7. Download the Mac OS Driver Package Software (make sure the Mac's OS is listed for compatibility)
8. Run the file downloaded and install the software for the appropriate Mac OS version
9. The Sharp driver will be available to select when choosing a driver in the steps below

For all Macs (not dependent on Drew domain)

These steps can be done on any Mac, even if it is not joined to the Drew domain. You can use either a wired connection or a Drew wireless connection.

1. Open Terminal (you can use the spotlight search)
2. Type “cupsctl WebInterface=yes” and hit Enter
3. Enter administrator's username and password if prompted
4. Open the CUPS interface by going to http://localhost:631/ in a browser
5. Click on the Administration tab along the top.
6. Under Printers, click the Add Printer button.
7. if prompted, enter the local account information for username and password. This user must be an Administrator. (This is the customer's Mac password)
8. Scroll to the bottom and choose "Windows printer via spoolss", and click Continue.
9. In the Connection field, enter smb://offset.drew.lan/PRINTERNAME, replacing PRINTERNAME with the printer's shared queue name, then click Continue.
10. Fill in a name for this printer in the Name field, such as "HelpdeskBW" or "HPLaserJetRoomBC8." You cannot use spaces, slashes (/ or \) or the pound sign (#). If you cannot think of one, the printer queue name will work. Click Continue.
   a. If you fill in a name that isn’t accepted, you will see an "Add Printer <entered name> Error" with an explanation. Use the back button and try a new name.
11. Description and Location can be left blank. "Share This Printer" does not need to be checked. Click Continue.
12. In the "Make" list, choose the brand of printer. If you do not have the proper driver, or you do not know if you have the proper driver, choose "Generic." Click Continue
13. In the "Model" list, choose the specific model of your printer, or the suggested driver model on your printer's manufacturer's website. If you chose "Generic," choose Generic PostScript Printer
14. Click Add Printer. On the next page, you can either change the default options on your printer (such as enabling Duplex), or just click Set Default Options.
15. You will see a confirmation page about the printer settings, and will then be taken to a status page for the installed printer (on the Printers tab).

The printer is installed. Since it is a network printer, you will have to provide uLogin credentials before you are able to print:

1. Click System Preferences
2. Click Printers & Scanners
3. The printer you just added will be listed under Printers on the left. Double click it.
4. In the menu at the top of the screen, click Printer
5. Click Print Test Page
6. The print job will pause. In the window that opened for the printer, you will see "testprint" and it will say "Hold for Authentication". Click that job name.

7. Click the Jobs menu, then Resume Job
8. Enter your uLogin credentials and click Remember this password in my keychain so you don't have to type it every time you print
9. Click OK and the job will print

The printer is installed and ready to use.
For Macintosh computers joined to the Drew domain:

Click here to expand...

_These steps will only work on a Mac that is joined to the Drew domain. You can use either a wired connection or a Drew wireless connection._

1. Navigate to the Apple in the top left corner of your screen and click on **System Preferences**.
2. Select **Printers & Scanners**

![System Preferences](image)

3. Click on the + to add a new printer.
4. In the new window, the network printers should appear under the first tab that is automatically selected. You can scroll to find the printer or search for the printer by the printer queue name.
5. Once you have found the printer, select it and change the driver to **Generic PostScript Printer**, then select **Add**.

For Macintosh computers not joined to the Drew domain:

- Click here to expand...

*These steps will work on a Mac that is not joined to the Drew domain. You can use either a wired connection or a Drew wireless connection.*
1. Open System Preferences
2. Click on Print & Scan.
3. Click the (+) on the bottom left to add a printer.
3. A new window will appear. **Right click** the toolbar at the top of the window. Select **Customize Toolbar...**

4. Drag the "**Advanced**" icon into the toolbar to the right of the Windows icon. Click **Done**. Now click **Advanced**.
6. From the **Type** drop-down menu, select **Windows printer via spoolss**.

7. Using the following format enter `smb://offset.drew.lan/<PRINTERNAME>`, replacing `<PRINTERNAME>` with the printer's queue name, then click **Continue**.
8. Fill in the **Name** and **Location** fields with what you would like.

9. Under the **Print Using** drop-down menu, click on **Generic PostScript Printer**.
10. After the correct software is selected, click Okay and then Add and then Okay.
11. You should have the printer correctly installed now.

Since this is a network printer, you will have to provide uLogin credentials (your Drew username and password) before you are able to print. You can enter your uLogin credentials and click Remember this password in my keychain so you don't have to type it every time you print. Just keep this in mind when you change your password.

You may now choose "OFFSET-Library_CASH_BW_Public" as a printer from your applications. When you print to it, it will go into a hold queue and can be released from the library Cash Release Station or, in a pinch, by library staff. To pay with your Drew Debit (Bookstore) account, follow the above instructions, but replace "OFFSET-Library_CASH_BW_Public" with "OFFSET-Library_DrewDEBIT_BW_Public". Then print to OFFSET-Library_DrewDEBIT_BW_Public from within your application.

NOTE: Jobs will remain in the queue for only 1-2 hours, so be sure to go to the print release station and print within an hour.