GENERAL INSTRUCTIONS

These apply to making print requests from any library computer and any enabled, personal laptop. Laptops must be connected by cable to the library’s public network.

Make your print requests in the usual way: >File > Print.

Select "printer" or “LibraryNetworkPrinter” when prompted for the printer name.

Click the "Print" button.

Your request will be sent to our print server which is located in the Photocopying Room on Level 2. You will need to go there to confirm your request and pay for it.

To do this you will need a copy card, which can be bought at the Loans desk.

In the case of requests made from catalogue terminals, you should take note of the time of your request as recorded in the bottom right corner of the screen) as this may be the only way to identify your print job at the print server.

Turn to the last page of this guide headed Using the Print Server for further instructions.

LAPTOPS

Laptops must be enabled for printing on our network. This is done differently on Windows and Apple laptops.

WINDOWS LAPTOPS

To set up your Windows laptop, you will need to install an additional printer driver which is obtainable from a CD ROM prepared by the library for this purpose, and which may be borrowed from the Loans Desk. Insert the CD ROM.

Click on "Start > Settings > Printers and Faxes". Click on "Add a Printer" Read the warning and click on "Next". Select “a network printer or a printer attached with any of the computers” Click "Next"

Select “Connect to this printer...” and enter the following in the text box: \BANCROFT\LibraryPrinter

Click on "Next"

You will be prompted for a user name and password: user name: Print password: 98CR5780

You will receive a warning message that the print server will need to install printer drivers; then another warning that it could not install the drivers. Click on "OK" at both of these points.

You will see a screen asking for a particular *.INF file:

This is on the CD-Rom. Select the INF file suitable for your PC architecture and press "OK". This should install the print driver on your laptop.

You will be asked whether you want to use this printer as your default printer; it is recommended that you select "No".

Click on "Next" and then on "Finish".

APPLE LAPTOPS

To set up your Apple laptop, first connect it to the library’s public network.

Go to System Preferences, and then to Print and Fax. Click on the “+” sign to add a printer.

Select the Windows tab. In the left pane click on WORKGROUP

Click on BANCROFT in the middle pane. You will next be asked to enter a user name and password.

Select the “registered user” option and enter Print as user name, and 98CR5780 as password. Select “Remember this password”.

The pane on the right should then show LibraryPrinter. Click on this.

From the “Print using…” drop-down menu choose “Generic Postscript Printer”. Or Generic PCL Printer Click on “Add” to finish

Click

Click on “Add”, and you have finished.
USING THE PRINT SERVER

The Print Server is in the Photocopying Room on Level 2.

On the Print Server screen you will see a list of print jobs awaiting confirmation. If your printing request is not listed, click on the "Refresh" button.

Identify your print request by reference to what information is available for it, and select it by clicking its tick box. If it was made from a catalogue terminal, the “Computer name” will be listed as "10.4.0.1". The computer name displayed for requests from the PC in Reference (on the Ground Floor) will be “Reference PC”. The computer name displayed for personal laptops will be the host name of the laptop. The exact time of all requests will be displayed.

Insert your copy card in the card reader attached to the Print Server.

Click "Print". You will be notified how much the request will cost, and be given the opportunity to confirm the request or exit. Your request will be printed at the Canon copier.

If you do not wish to print straight away, your request will remain open for 4 hours. Then it will be deleted.

PRINTING FACILITIES

Print requests are sent to the Konica Minolta copier in the Photocopying Room on Level 2.

They may be made from any library computer terminal and from a user’s own laptop, if connected (by cable only, not by wireless) to the library’s public network.

They are paid for by use of a library copy card, and the cost is the same as for photocopying: 12 cents per copy.

Colour printing is not available.

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