

CFA Computer Lab - Macintosh and Windows Laptop Printing Instructions

Last Modified: March 18, 2008

Macintosh OS X:

(these instructions require Mac OS X 10.2 or higher and the appropriate printer drivers; Mac OS version 8 and 9 are not supported)

1. Open the “Printer Setup Utility” located in the Utilities folder, (your drive / Applications / Utilities / Printer Setup Utility).
2. Next click on “Add.”
3. In the pop-up menu at the top, select “IP Printer.”
4. Make sure “Line Printer Daemon - LPD” is selected in the “Protocol” field.
5. In the “Address:” field type in the following: 128.197.107.25.
6. Under “Queue,” type in either one of the following four names, depending on the printer you would like to print to.
 - a. “**3390**” when printing to the black and white HP LaserJet 3390 printer.
 - i. In the “Printer Model” pop-up, select “HP.”
 - ii. You will need to go to the address listed below to download the printer drivers and install them for this printer to work properly.
 - b. “**5100**” when printing to the black and white HP LaserJet 5100 printer.
 - i. In the “Printer Model” pop-up, select “HP.”
 - ii. Next, scroll down until you find the “HP LaserJet 5100 Series” selection.
 - iii. Then click on “Add,” and you should be able to print to this printer.
 - c. “**5550**” when printing to the HP Color LaserJet 5550 printer.
 - i. In the “Printer Model” pop-up, select “HP.”
 - ii. Next, scroll down until you find the “HP Color LaserJet 5550” selection.
 - iii. Then click on “Add,” and you should be able to print to this printer.
 - d. “**5870**” when printing to the Canon C5870 printer.
 - i. In the “Printer Model” pop-up, select “Canon.”
 - ii. Next, scroll down until you find the “iR C5870 CanonPS” selection.
 - iii. Then click on “Add,” and you should be able to print to this printer.
 - e. “**8500**” when printing to the HP Color LaserJet 8500 printer.
 - i. In the “Printer Model” pop-up, select “HP.”
 - ii. Next, scroll down until you find the “HP Color LaserJet 8500” selection.
 - iii. Then click on “Add,” and you should be able to print to this printer.

Windows XP:

(these instructions require Windows XP and the appropriate printer drivers; for other versions of Windows, the instructions are quite similar although windows will be different)

1. Ensure that you are logged into Windows with administrative privileges.
2. After logging on, go to Start > Printers and Faxes.
3. From the Printer Tasks panel, choose “Add Printer.” When the Add Printer Wizard: Welcome dialog appears, click Next.
4. Do the following in this dialog:
 - a. Leave the default option for “Local printer attached to this computer.”

- b. Uncheck the option to “Automatically detect and install my Plug and Play printer.”
 - c. Click “Next” to continue.
 5. Select “Create a new port”, and choose “LPR Port” from the pull-down menu.
Note: If LPR Port is not one of the options, you must install "Print Services for Unix" as follows:
 - a. In Control Panel, click Add or Remove Programs.
 - b. Click Add/Remove Windows Components.
 - c. In the scrolling list of items, highlight the entry for Other Network File and Print Services, but leave the checkbox blank. Then, click the Details button.
 - d. When the details window for Other Network File and Print Services appears, select the Print Services for Unix checkbox. Click OK.
 - e. Depending on how Windows XP was installed on your computer, you may be prompted for the Windows XP CD. If so, insert the CD and follow the instructions provided to finish installing Print Services for Unix onto your computer. **Please note: The CFA Information Technology Office CANNOT provide you with this CD.**
 - f. Click Next, then Finish to complete the installation. Return to step 4.
 6. Once the LPR Port option has been selected, click Next.
 7. Enter the following into the dialog box (without quotations):
 - a. Name or Address of Server: “128.197.107.25”
 - b. Name of Printer or Print Queue: “3390”, “5100”, “5550”, “5870” or “8500.”
 8. In the Manufacturer window pane, select **HP** for the 3390, 5100, 5550 or 8500 printers, or select **Canon** for the 5870 printer.
 9. In the Printers pane, select either “HP LaserJet 3390”, “HP LaserJet 5100”, “HP Color LaserJet 5550”, “Canon iR C5870-G1 PCL5c”, “HP Color LaserJet 8500.” You will need to go to the address listed below to download the printer drivers and install them for these printers to work properly if the proper driver does not appear on your list for you.
 10. Click “Next” in this dialog.
 11. Optionally, name the printer you just added (the default will work without change). Set Default Printer to No.
 12. Click Next. Do not print a test page. Click Finish.
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NOTE: If you are not able to find the printer model on **Macintosh or Windows**, then you may need to download and install the proper printer drivers available at the following location:

For the HP LaserJet 3390, HP LaserJet 5100, HP Color LaserJet 5550, and Canon C5870, and HP Color LaserJet 8500: <http://cfaito.bu.edu/lab/printdrivers>

NOTE: You must submit any print job (open a Web browser and print any page) for your laptop to be registered initially with our print server system. Thereafter, you will need to credit your account with the proper amount of funds for each print job that you submit to any of these printers. If you have any questions, please speak with a CFA Information Technology Office staff member.