

# Connect to Networked Printers



## **From Windows**

1. On your keyboard, press the Windows Logo key + R key.
2. In the Run prompt, type the name of the server the printer is on (\\mambo for HP printers, \\lindy for Konica printers), and hit Enter.
3. When the list of available printers shows up, find the printer you want to connect to and double-click on it to connect.
4. If you want to make the printer your default printer, right-click on it and choose "Set as default printer."

## **From Mac**

1. Open System Preferences and click on the Print and Fax icon.
2. Click the "+" icon to add a new printer.
3. When the Add Printer box appears, select "IP" in the top left and make sure the protocol is "Line Printer Daemon - LPD."
4. In the "Address" field, enter the printer's IP address. If that doesn't work, instead of "Line Printer Daemon - LPD", select "Default", and choose a printer from the dropdown list.
5. Click "Add" in the bottom right hand corner to add the printer.
6. Select your default printer from the dropdown list at the bottom of the window.
7. When you use your newly added printer for the first time, you may be asked for authentication. Type in your unet username (not the one auto-added) and your unet password. Click "Remember username and password."

**Please use the following multifunction copier/printers as your primary printers.** They are speedy and very cost-effective. Thank you!

1. **\\lindy.unet.brandeis.edu\shiffman-b600** (IP address 129.64.13.30)—Konica multifunction copier/printer located in Shiffman 121.
2. **\\lindy.unet.brandeis.edu \humanities-b350** (IP address 129.64.79.48)—multifunction copier/printer in Rabb basement.
3. **\\lindy.unet.brandeis.edu \philosophy-b420** (IP address 129.64.91.10)—multifunction copier/printer in Rabb 3<sup>rd</sup> floor.

**Please use the following printers only when other options are not available.** Toner cartridges for the them are very expensive.

1. **\\mambo.unet.brandeis.edu \RomanceStudies-HP4050** (IP address 129.64.79.26)—HP 4050 in Rabb 3rd floor hall.

2. **\\mambo.unet.brandeis.edu \Shiffman-ROCL-HP 2420** (IP address 129.64.13.68) in Shiffman 121.
3. **\\mambo.unet.brandeis.edu \ Shiffman-ROCLletterhead-HP 4050** (IP address 129.64.13.73) in Shiffman 121.

## **Troubleshoot Network Printers**

### **1. Clear the print queue.**

#### **On Windows**

2. On your keyboard, press the Windows Logo key + R key.
3. In the Run prompt, type the name of the server the printer is on (//mambo for HP printers, //lindy for Konica printers), and hit Enter.
4. Find the printer you are looking for, right-click on it, and select "Open."
5. Click on the "Printer" menu at the top left hand corner and hit "Cancel all documents."

#### **On Mac**

2. Open System Preferences and click on the Print and Fax icon.
3. In the list of printers on the left, select the printer you want to clear.
4. Click on "Open Print Queue..."
5. Select individual print jobs and click "Delete" in the top left hand corner.

### **6. Restart the printer and the computer.**