

Circa charged laser printers and plotters can support laptop printing through Circa Lab Walkup Internet Ports and UF wireless laptop connections. Additionally, users on DHnet can install these printers the same way and be able to print from their dorms.

There are several changes to the old instructions that was at <http://micro.circa.ufl.edu/chargedprint/index.shtml>. Please make sure that you follow the steps carefully.

Requirements

1. Windows XP laptop computer with the Client for Microsoft Networks and TCP/IP installed. See footnote 1 below on how to install it.
2. Gatorlink account and current password (get a Gatorlink account at <http://www.gatorlink.ufl.edu/>).
3. Correct printer driver for the printer to which you want to print.

Printer Descriptions, Locations, Make and Model, Queue Name

| Printer Location | Queue Name | Make and Model |
|--|---------------|------------------|
| (Bruton-Geer) use the Windows XP driver for the "HP LaserJet 4100 Series PS". | bgr-pclab-bwq | HP LaserJet 4200 |
| (Holland) use the Windows XP driver for the "HP LaserJet 4100 Series PS". | hol-pclab-bwq | HP LaserJet 4200 |

Setup Procedure for the First Time

1. Create an administrative user account in your Windows XP under the same name as the Gatorlink account. Set the password to be the same. Example: Albert has a Gatorlink account of "gatorman", and password is "iluvuf". Then his laptop should have an administrator account called "gatorman" with password "iluvuf." For instruction in adding user account see footnote 2 below.
2. Run "Add Printer" wizard by going to Start, Settings, Printers and Faxes, Add Printer. Click Next.
3. Click the radio button "Local" and uncheck "Automatically Detect and Install my Plug and Play Printer." Click Next.
4. Create a new port, choose "Standard TCP/IP Port" under the dropdown menu. Click Next.
5. Enter the printer name as "print.circa.ufl.edu" Which Windows will also auto-fill as the port name. Click Next.
6. Windows will then detect the device (takes a while) and then asks you the device type. Choose "Custom" click on "Settings", select "LPR", and check "LPR Byte Counting Enabled". Enter your Queue Name. Click Next. Click Finish.
7. Windows will now ask you to install the printer driver and open the list of printer drivers that it knows about. If this is your first time installing the driver for this make and model do not click on any printer on this list but click instead on "Have disk." Let Windows open an explorer box so you can browse the location of your printer driver. Select, then click Open, OK. Ignore the message "This driver is not digitally signed if it comes up." Click "Next"
8. Windows then prompts you for a name for this printer. The default name is fine but you may change it if you like.
9. If you have one or more printer(s) already installed, choose whether you want this printer to be the default one or not. Next.
10. Select "No" to printing a test page, and click "Finish". Proceed to the Test Print Section to learn how to use the printer.

Installing Another Charged Printer or Re-Installing Your Charged Printer

1. At this time you may only have one lab printer installed on your computer at one time. This occurs because you had created a TCP/IP port under "print.circa.ufl.edu," Windows will complain about the duplication of names. To by-pass this issue, you must delete the TCP/IP port. We are searching for another method to overcome this limitation.
2. To delete the TCP/IP port go to "Start", "Settings", right-click "Printers and Faxes", choose "Explore". When the window opens, click on "File", "Server Properties".
3. Printer Server Properties Dialogue Box will be opened, select the "Ports" Tab. Find your "print.circa.ufl.edu" TCP/IP port and click once to highlight. Click the "Delete Port" button and confirm you deletion.
4. Close this Windows and proceed with your standard Setup Procedure as described in the previous Section. Please make sure that you have met the requirements including having the correct PostScript printer driver before you begin your installation process.

Test Print (Charged Printing Applies)

1. The first and the most important step is to be logged in under the Windows account that you have created (with same user name /same password as your Gatorlink's account name and password.)
2. In your internet browser type "connect", Enter. IT Net Services Walkup Internet Port Authenticator will ask you to sign in with your Gatorlink to connect to the Internet. Performing this step will allow you to see your job in the print release stations. DHnet users can skip this step.
3. Print your test document from its application menu (for example, [File "Print] under Microsoft Word,) then select the right printer and the page(s) you want to print. Click "Print."
4. Release your print job at the printing station corresponding to your newly installed charged printer. Ask an operator if you cannot physically locate your printer release station. Follow the print release station's instruction.
5. Pick up your print-out at the printer/plotter next to the release station.

General Notes About CIRCA Charged Laser Printers and Plotters

Similar to printing from the lab computers, your print job is held for one hour before it will be purged; plan to release your job to the printer before this time. There is no charge to your account until you release your job from the print release station. Charged printing users will be billed monthly by mail. Your printing usage report could be found at <http://oak.at.ufl.edu/~charges/user/index.html>.

[1] Go to Start, Settings, Network Connections, and open the connection that you are using. Then click on properties to select and install the TCP/IP and the Client for Microsoft Networks if it's not already installed.

[2] Click Start "Settings" Control Panel "Users accounts" to add a Windows account. Additional help can be found under Start "Help and Support [shortcut key: F1]

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