

Printing From Your Mac 10.5 (Leopard) to a Lab Printer

Step 1: Connecting to the Network

Installing the printers require your computer to talk with a server on the UF network. You will need to connect to the UF network using one of three methods.

If you are on campus, there are some areas where you can use an ethernet cable and plug directly into the UF network.

The most widely used method is using the UF wireless network. Most laptops will connect automatically. You will need to open a web browser and login at the login screen that will automatically be loaded. If you have an older laptop that does not automatically connect, the UF Computing Help Desk (392-HELP) can assist you.

Lastly, you can use the Gatorlink VPN service which can be downloaded from (<http://net-services.ufl.edu/cgi-bin/vpn/vpn-clients.cgi>). This is ideal if you are attempting to install the printers from home, or an off-campus location.

Step 2: Adding a printer onto your computer

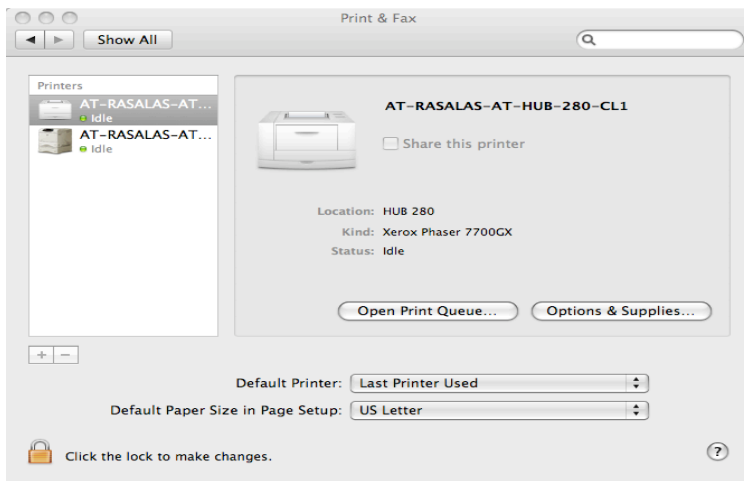
1. Click on the System Preferences icon located on the dock



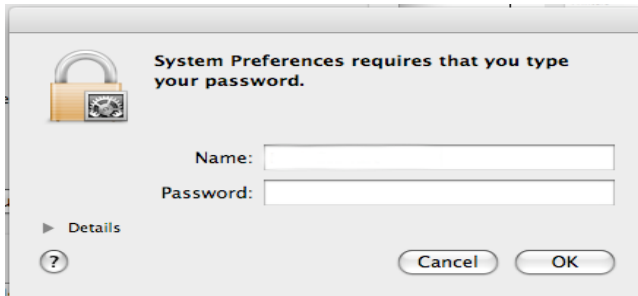
2. Click on the Print & Fax icon



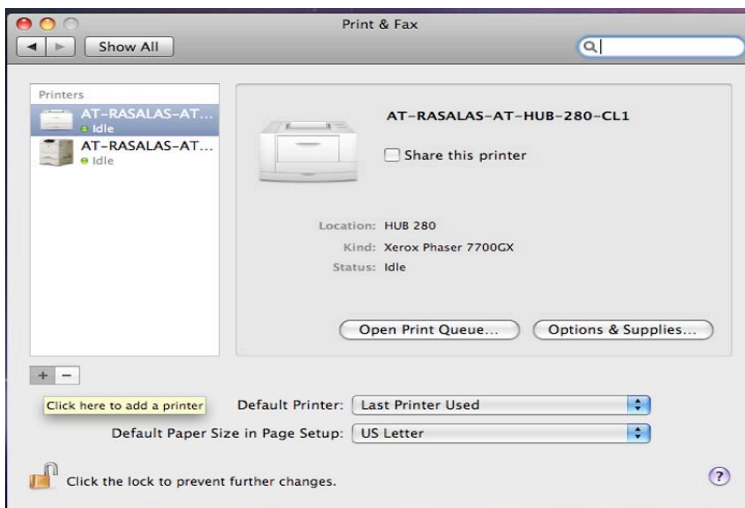
3. Click on the lock in the lower left corner to make any system changes.



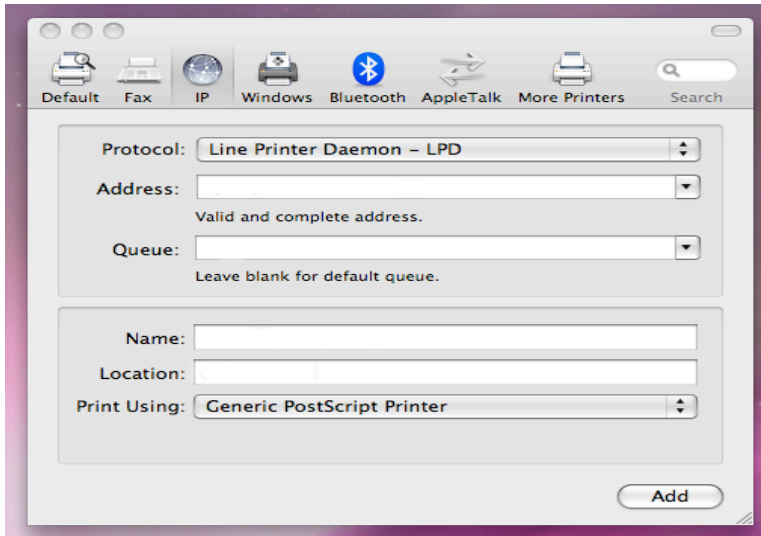
4. You will be prompted for the administrator username and password.



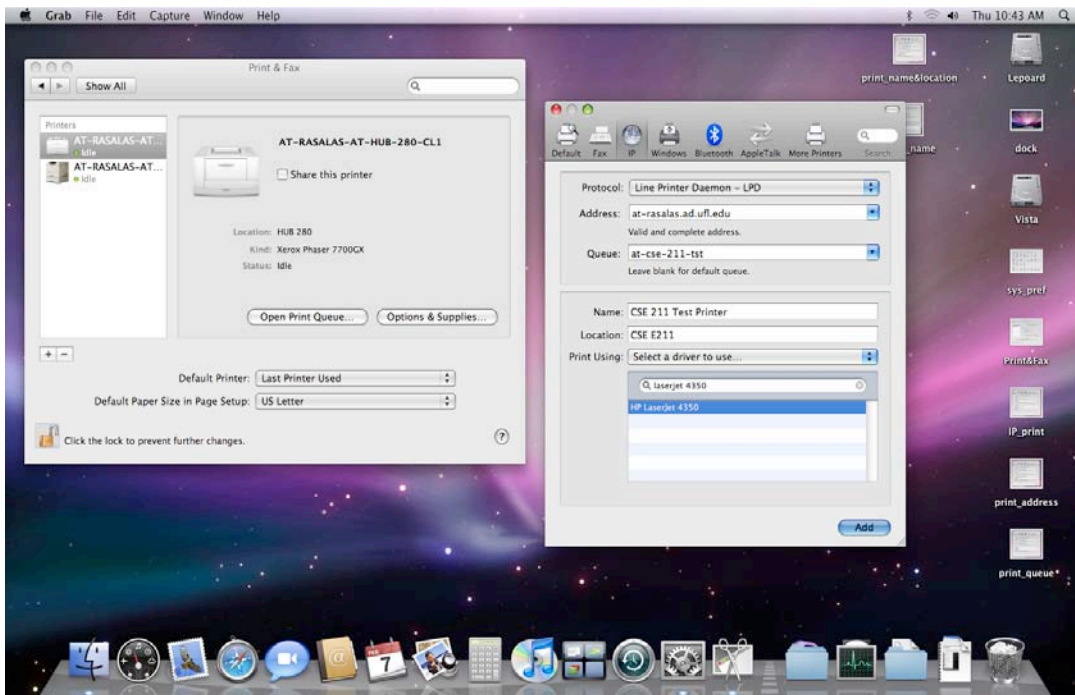
5. Click on the + icon to add a printer



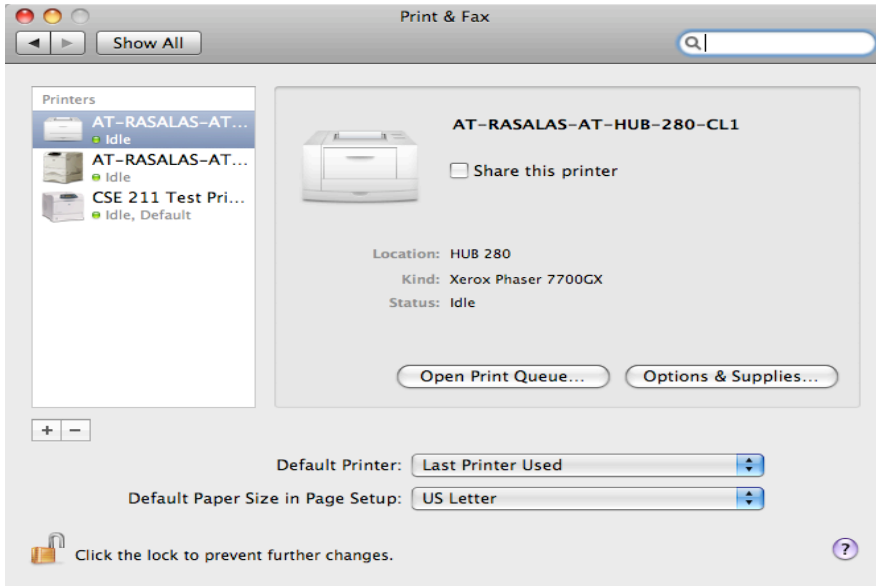
6. Enter the following
- Address: **at-cetus.ad.ufl.edu** or **at-regulus.ad.ufl.edu**
 - Bruton-Geer Hall, Building 105, CSE Building, Holland Hall, or the Hub are on **at-cetus.ad.ufl.edu**
 - Architecture Building, Norman Hall, Turlington Hall, or Weil Hall are on **at-regulus.ad.ufl.edu**
 - Queue: Name of the Printer (example CSE-211-BWQ)
 - Name: Same name as queue
 - Location: Building and room number
 - Printer: HP LaserJet 4250 PS for black and white or Xerox Phaser 7760 for color



7. Click the **Add**



8. Now you should see this screen:



Step 3: Send your document to the lab printer

After sending the job to the printer, you will next have to log onto a local webpage located at at-cetus.ad.ufl.edu or at-regulus.ad.ufl.edu

- *Bruton-Geer Hall, Building 105, CSE Building, Holland Hall, or the Hub are on at-cetus.ad.ufl.edu*
- *Architecture Building, Norman Hall, Turlington Hall, or Weil Hall are on at-regulus.ad.ufl.edu*

Once you access the site you will then be asked to authenticate using your **GatorLink** account.

To view this page, you need to log in to area "at-rasalas.ad.ufl.edu" on at-rasalas.ad.ufl.edu: 80.
Your log-in information will be sent securely.

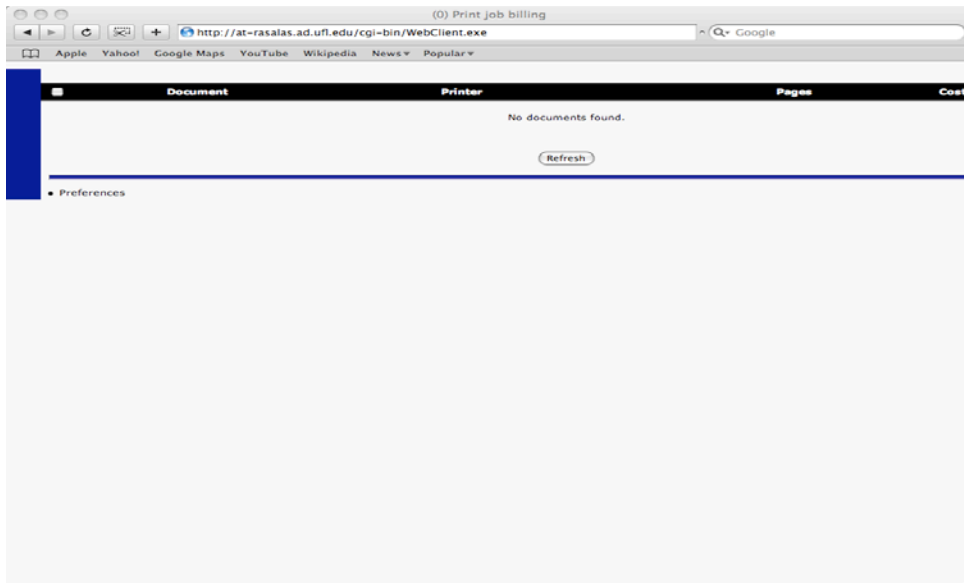
Name:

Password:

Remember this password in my keychain

After authenticating complete, you will then see a screen that shows you a list of all print jobs distributed by the PC accessing the website. Here you will be allowed to delete or send the print job to the **Print Release Station**. Once the selected print jobs are printed to the release station, the print jobs will now be associated with your **GatorLink** account.

Note: You will not be charged until the job is released from the Print Release Station



Once completed, go to the **Print Release Station** to release the job to the printer.