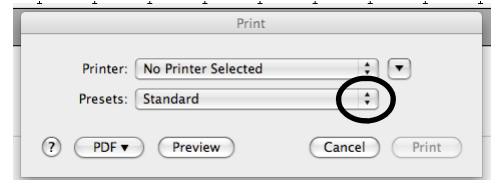


How to install a printer on your MLTI laptop—2009-2010

1) Open the document you want to print -OR- open Safari, Firefox, or any other program you want to print from.

2) Select **File > Print** from the taskbar. In the printer dialog box that opens, click on the “up and down” arrows. Select **Add Printer**.

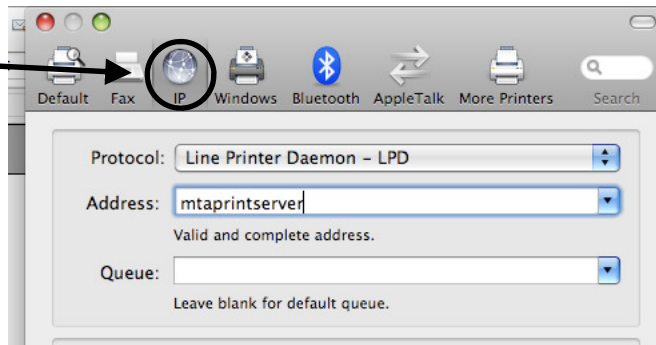


3) Click **IP** (globe icon)

Protocol field should be Line Printer Daemon-LPD

In the **Address** field, type:

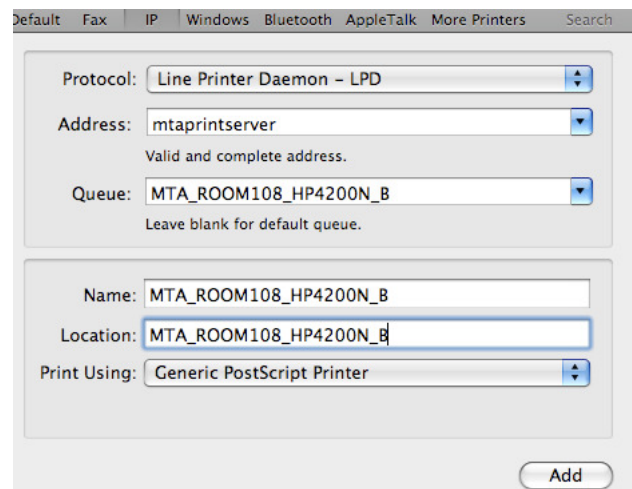
mtaprintserver



4) In the **Queue** field, type the name of the printer you want to install, using the list below. You will put this same queue name in the next 3 fields.

Type the name of the printer **EXACTLY** as it appears below. ** When it is correctly typed, copy it and paste it twice:

- First paste it in the **Name** field. (You will have to delete “mtaprintserver” first.)
- Next, paste it in the **Location** field.



5) Click **Add**. If prompted, click **Continue** on the next screen. (If prompted for driver, use **generic**.) Click **Print!**

***MTA PRINT QUEUE Names — Type EXACTLY as shown!!**

<u>QUEUE NAME</u>	<u>WHERE TO FIND YOUR DOCUMENT</u>
MTA_ROOM108_HP4200N_B	Computer Center
MTA_ROOM108_HP4350DTN	Computer Center
MTA_LIBRARY_HP4200N	Library
MTA_ROOM240_HP4200N	Room 240
MTA_ROOM110_4100N	Room 110
MTA_SCIENCELAB_4200N	Room 220
MTA_ROOM213_HP4050N	Room 213 (NOT available until 10/1)
MTA_SCIENCELAB3_4200N	Room 226
MTA_ROOM270_HP4200N	Room 270