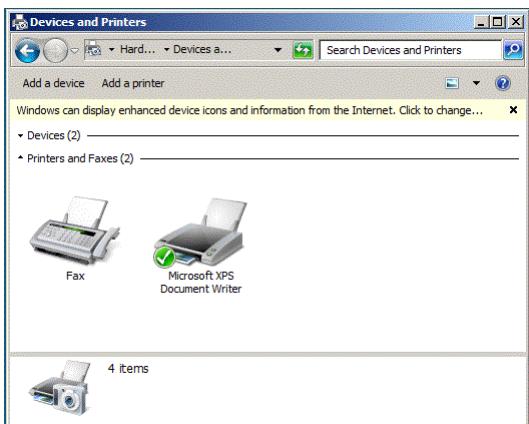
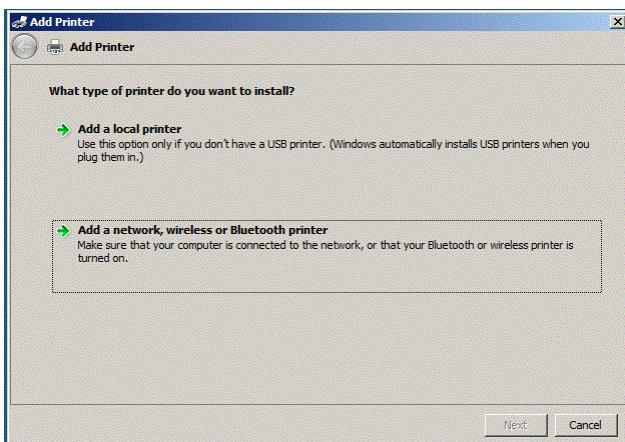


All centrally maintained printer queues are available via the CUPS printer server [<http://quantinfra.bioquant.uni-heidelberg.de:631>]. To print from Windows 7, Vista or XP, you first need to setup the printer queue to print via http.

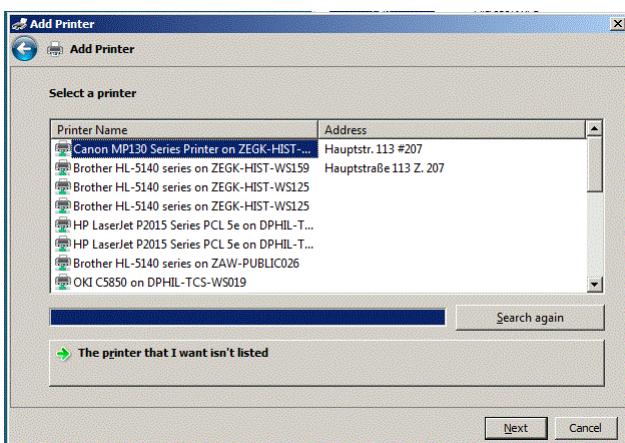
To add a printer click on 'Start', 'Control Panel' and select 'Hardware & Sound'. In the following screen select 'Devices and Printers'. Click on 'Add a printer'.



Then select 'Add a network, wireless or Bluetooth printer'.

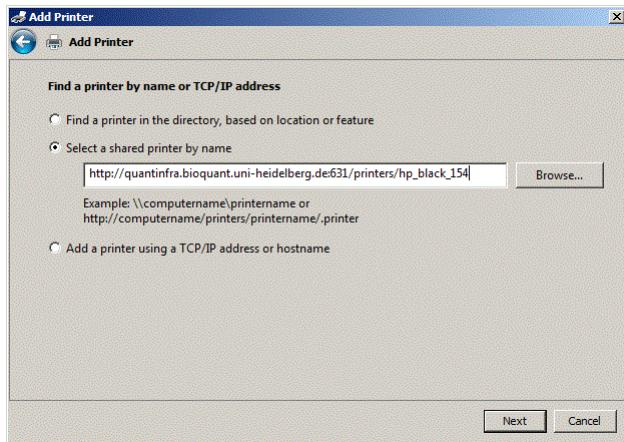


Select 'The printer that I want isn't listed'.

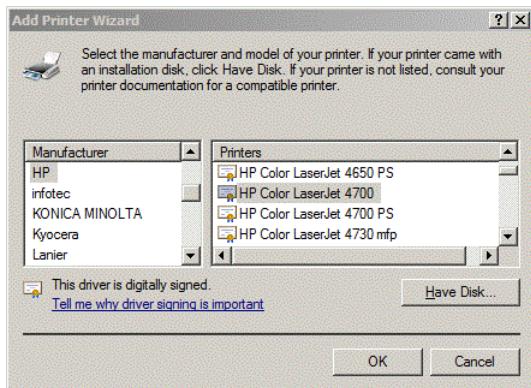


On the next screen in the field called 'Select a shared printer by name' type in the path to the printer queue that you want to setup i.e.

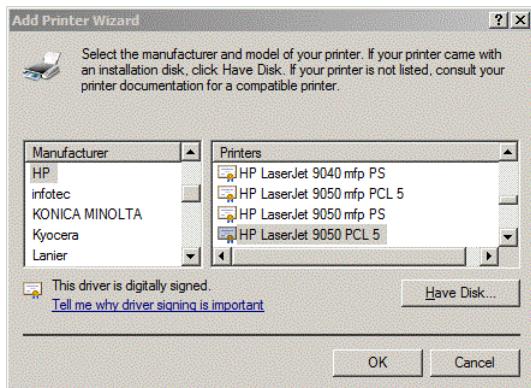
[http://quantinfra.bioquant.uni-heidelberg.de:631/printers/hp\\_black\\_154](http://quantinfra.bioquant.uni-heidelberg.de:631/printers/hp_black_154)



Then click next and on the following screen 'Add Printer Wizard' select first the Manufacturer (i.e. HP) and Printer Model (i.e. Color LaserJet 4700 => hp\_color\_154).

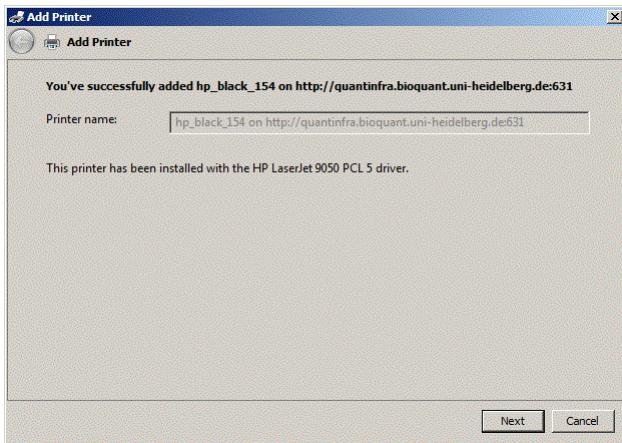


(i.e. LaserJet 9050 => hp\_black\_154)

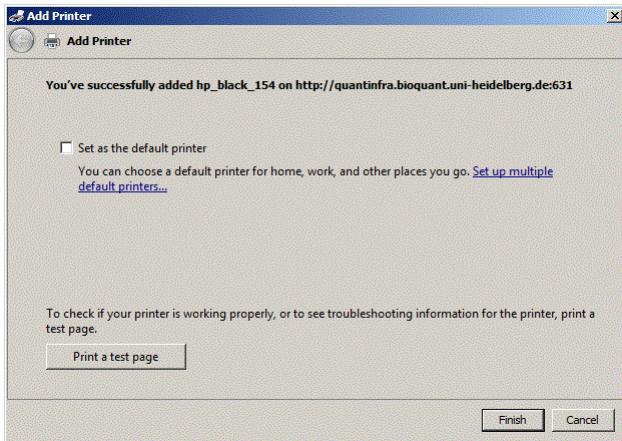


Select OK.

On the following screen confirm the model you selected is correct and select next.



On the next screen you can select the newly created printer queue to be the default printer queue and you can also print a test page.



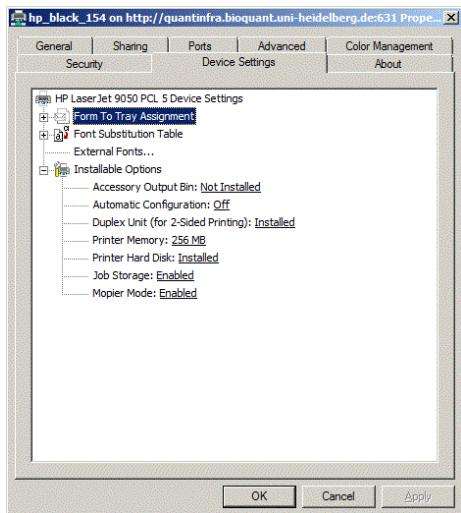
Select 'Finish' to complete the printer setup.

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## Additional setup steps to enable 'Duplex' and 'A3' printing.

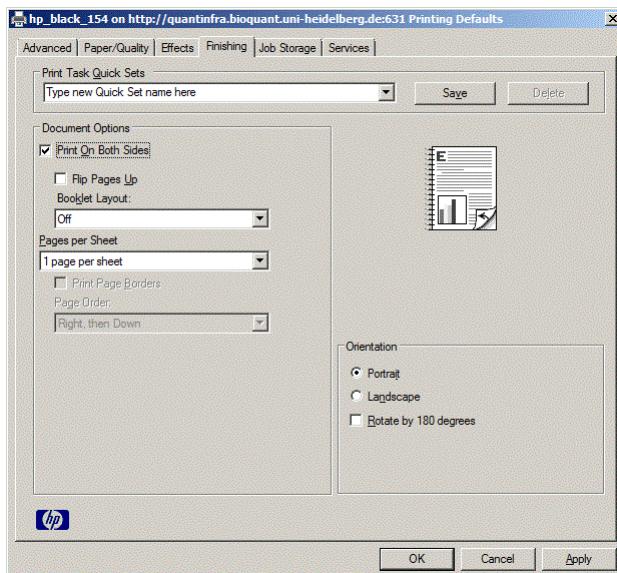
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All the printers in the printer rooms (054, 154, 254, 354, 454, 554 and 654 ) are capable of duplex (2 sided ) printing . The initial printer setup may not activate the duplex function. To check if duplex printing is activated you need to click on 'Start', 'Control Panel' and select 'Hardware & Sound'. In the following screen select 'Devices and Printers'. Here the list of all installed printers will be displayed. With the mouse, right click the printer you want to check and from the popup menu list select 'Printer Properties'. Then select 'Device Settings'

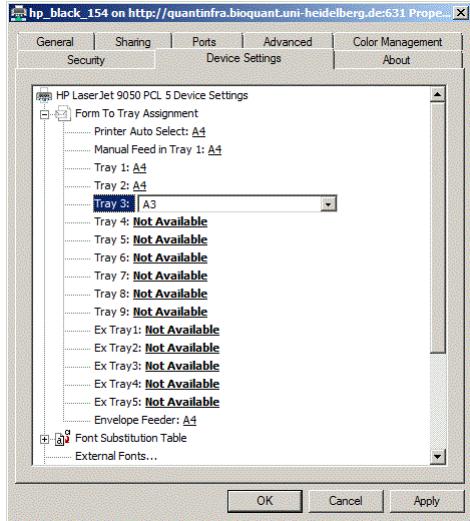


Under Installable Options ensure that 'Installed' is displayed beside Duplex Unit. If 'Not Installed' is displayed just click on it and change it to 'Installed'. Click OK to save the change.

To enable the printer to print all documents double sided you need to set that in the printer preferences. With the mouse, right click the printer you want to check and from the popup menu list, this time select 'Printer Preferences'. Then select 'Finishing' and click the check box 'Print On Both Sides' Click OK to save the change.



The mono printers ( hp\_black\_x54) also have a A3 paper tray. To check if the printer is setup to print A3 you need to click on 'Start', 'Control Panel' and select 'Hardware & Sound'. In the following screen select 'Devices and Printers'. Here the list of all installed printers will be displayed. With the mouse, right click the printer you want to check and from the popup menu list select 'Printer Properties'. Then select 'Device Settings'.



Under 'Form to Tray Assignment' ensure that 'A3' is displayed beside 'Tray 3'. If 'Not Installed' or 'A4' is displayed just click on it and change it to 'A3'. Click OK to save the change. Now when you are printing you can select to print A3 from tray 3.