


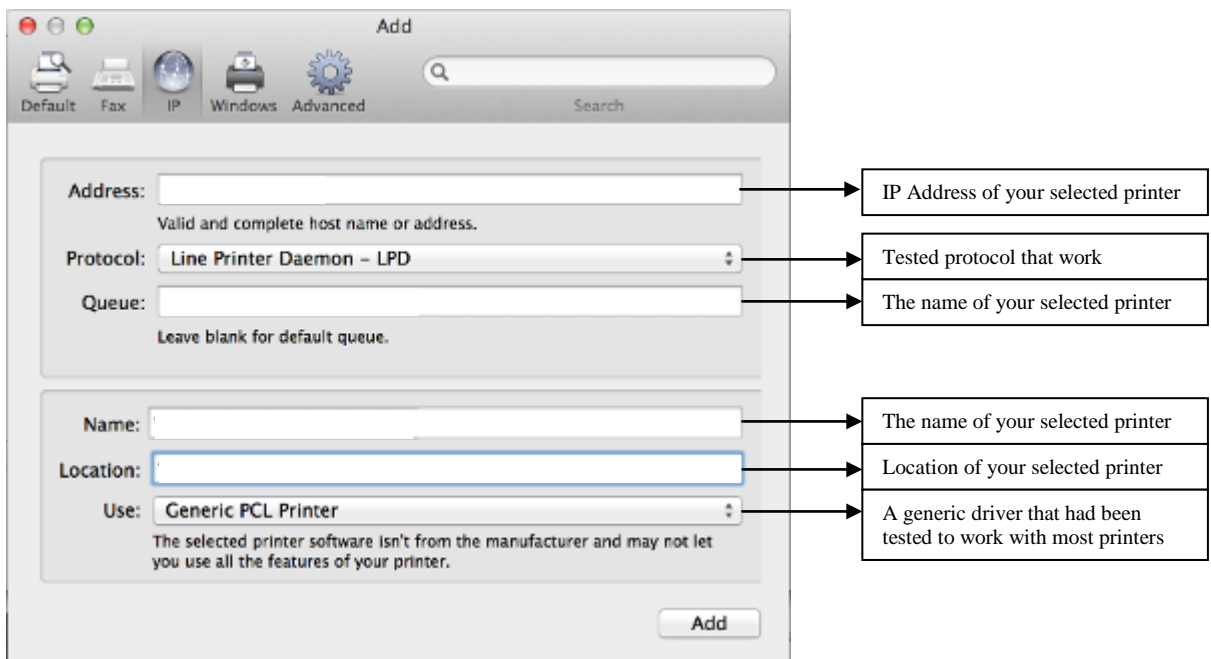
QUICK GUIDE

Configuring Default Printer

MAC OS X

Connecting to a networked printer

1. Click 
2. Open **System Preferences**
3. Click **Printers & Scanners**
4. Click (+) on the bottom left to add a printer
5. A new window will pop up and click **IP**
6. Fill in the details, please refer to the [Printer List](#) for your selected printer information



Address: IP Address of your selected printer
Valid and complete host name or address.

Protocol: Tested protocol that work

Queue: The name of your selected printer
Leave blank for default queue.

Name: The name of your selected printer


Location: Location of your selected printer

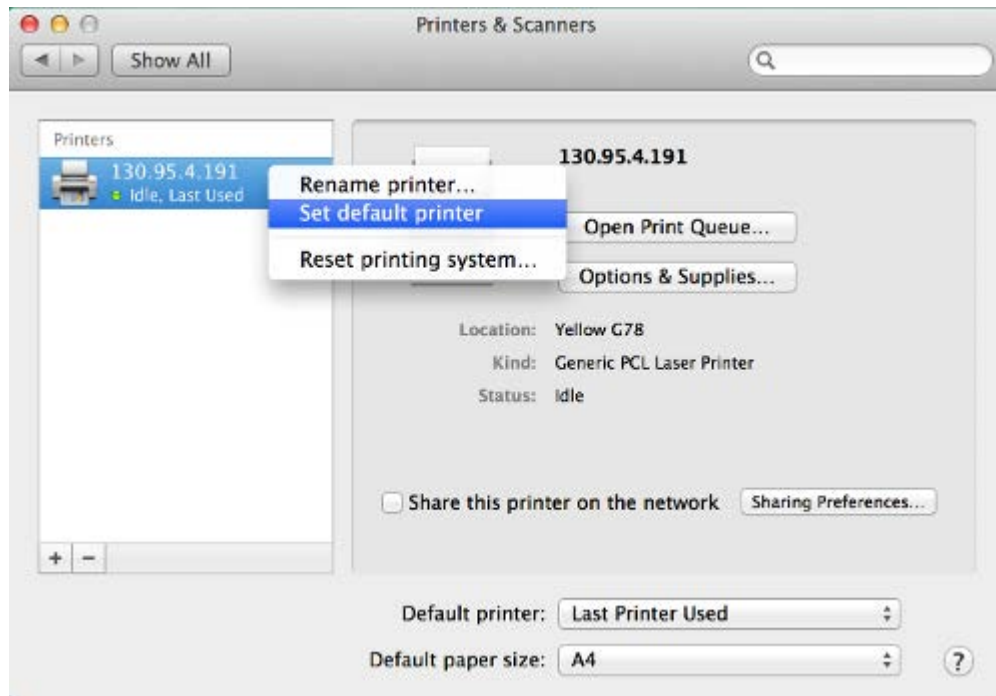
Use: A generic driver that had been tested to work with most printers
The selected printer software isn't from the manufacturer and may not let you use all the features of your printer.

Add

7. Click **Add**
8. Tick **Duplexer** and click **OK**


Set your default printer

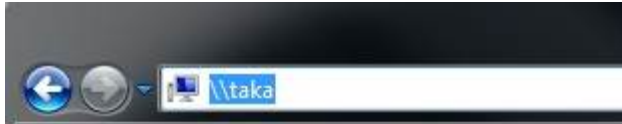
1. Click 
2. Open **System Preferences**
3. Click **Printers & Scanners**
4. Right click your selected printers and left click



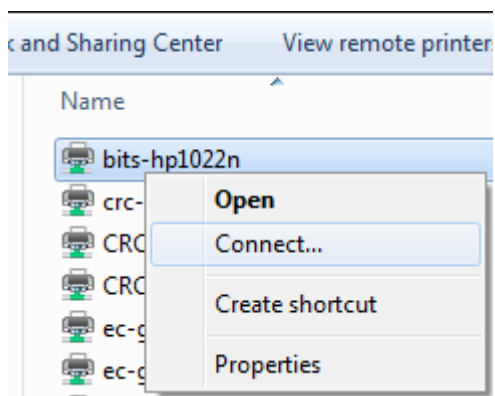
Windows 7

Connecting to a networked printer

1. Click  and select **Devices and Printers**
2. Type the printer server name [\\taka](#) or 130.95.4.89 into the address bar as shown below and press **Enter**




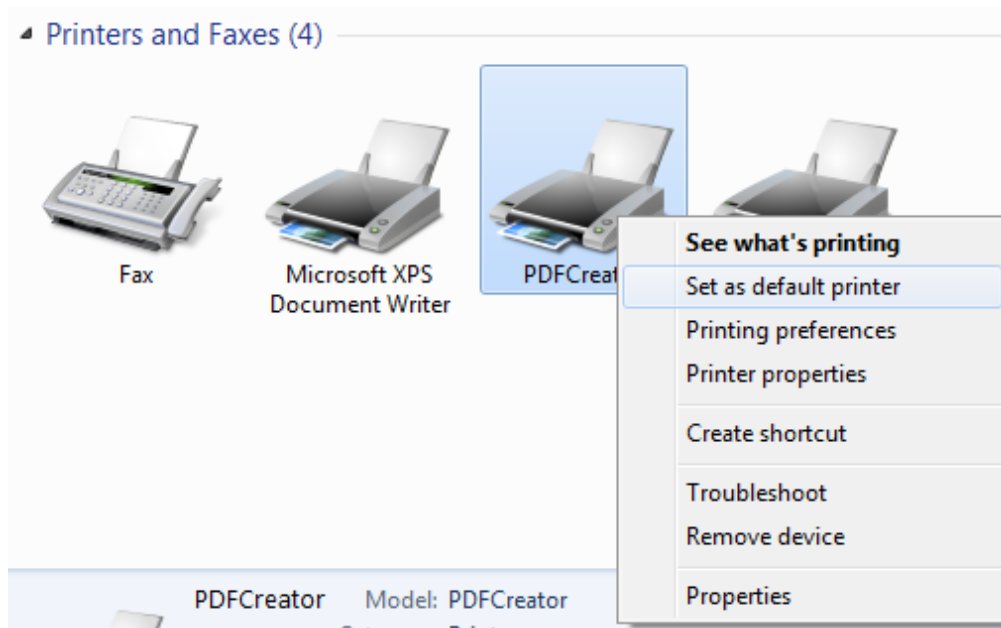
3. Select a preferred printer from the *Printer List* and right click
4. Left click **Connect**



Set your default printer



1. Click  and select **Devices and Printers**
2. Point to the preferred printer and right click
3. Left click **Set as default printers**



Printer Lists

Business School Printers (As of Feb 2014)		
Printer Model Name	Location	IP Address
<i>RED Area</i>		
red-g41-ta5550ci	Red G41	10.18.0.199
red-g41-ta8000i	Red G41	10.18.0.209
red-155-ta5501i	Red 155	10.18.0.214
red-244-ta8000i	Red 244	10.18.0.239
<i>Orange Area</i>		
orange-g15-ta7550ci	Orange G15	10.18.0.211
orange-121-ta8000i	Orange 121	10.18.0.215
orange-121-ta5550ci	Orange 121	10.18.0.217
orange-130-ta520i	Orange 130	10.18.0.221
orange-224-ta8000i	Orange 224	10.18.0.233
orange-224-ta5551ci	Orange 224	10.18.0.235
<i>Green Area</i>		
green-1212-ta8000	Green 1212	10.18.0.223
green-1212-ta5550	Green 1212	10.18.0.225
green-2221-ta820	Green 2221	10.18.0.241
green-2221-ta5550ci	Green 2221	10.18.0.243
green-2317-km5050	Green 2317	10.18.0.245
<i>Yellow Area</i>		
yellow-g78-ta500ci	Yellow G78	10.18.0.191
yellow-g51-km5050	Yellow G51	10.18.0.205
yellow-g78-ta520i	Yellow G78	10.18.0.207
yellow-189-km5050	Yellow 189	10.18.0.227
yellow-286-ta500ci	Yellow 286	10.18.0.249
yellow-286-ta820	Yellow 286	10.18.0.251
yellow-286-ta820-scanner	Yellow 286	10.18.0.252
yellow-286-fsc5400dn	Yellow 286	10.18.0.31

LAW School Printers (As of Feb 2014)		
Printer Model Name	Location	IP Address
<i>Law Building</i>		
Law 1.08 Kyocera TASKalfa 3050ci KX BW	Law 1.08	130.95.184.16
Law 1.08 Kyocera TASKalfa 3050ci KX Colour	Law 1.08	130.95.184.16
Law Link Kyocera KM-C3232 BW	Outside 2.15	130.95.184.5
Law Link Kyocera KM-C3232 Colour	Outside 2.15	130.95.184.5
<i>Law Link Building</i>		
Law Staff Library HP 4000	Lawlink 1.33	130.95.184.18
Law Link Kyocera TASKalfa 820 KX	Lawlink 1.37	130.95.184.13
Law Link 2.30 Kyocera TASKalfa 3050ci KX BW	Corridor outside 2.30	130.95.184.19
Law Link 2.30 Kyocera TASKalfa 3050ci KX BW Colour	Corridor outside 2.30	130.95.184.19
Law Link Kyocera FS-3920DN KX	Outside 2.30	130.95.184.127
<i>E&C Building</i>		
Law G75 Kyocera FS-1300D	EC G75	130.95.184.8
Law G77 Kyocera TASKalfa 3050ci KX BW	EC G77	130.95.184.140
Law G77 Kyocera TASKalfa 3050ci KX Colour	EC G77	130.95.184.140
Law HP LaserJet 4000 Office	EC G77	130.95.184.11
Law G90 Kyocera TASKalfa 620 KX	EC G88	130.95.184.4
Law Kyocera FS-3900DN KX	EC G90	130.95.184.15
Law 283 Kyocera FS-1028MFP KX	EC 283	130.95.184.10
CRC 291 Kyocera TASKalfa 3050ci KX BW	EC 291	130.95.184.7
CRC 291 Kyocera TASKalfa 3050ci KX BW Colour	EC 291	130.95.184.7
CRC Canon iR3570/iR4570 (FAX)	EC 281	130.95.184.240
CRC Canon iR3570/iR4570 PCL6	EC 281	130.95.184.240
CRC HP LaserJet 4100	EC 275	130.95.184.231

SIS Printers (As of Feb 2014)		
Printer Model Name	Location	IP Address
<i>Shenton House</i>		
SIS G01 Xerox DocuPrint CM305 PCL 6	G01	130.95.68.99
SIS Kyocera KM-5050 KX	Lab printer	130.95.68.42
SIS Landing Xerox DocuPrint P355D	L1 Landing Area	130.95.68.12
SIS Xerox Phaser 3435 (Alice)	115	130.95.68.38
SIS Xerox Phaser 3435 PCL 6	CAMDH	130.95.68.54
SIS Xerox Phaser 8560N	G01	130.95.68.63
SIS G08 Xeroxcolourcube 8560	G08	130.95.68.69
SIS Kyocera P6030CDM	L1 Landing Area	130.95.68.14
<i>Old Pharmacology</i>		
SIS OldPharm G02 Xerox ColorQube 8570 DN	G02	130.95.68.190
SIS OldPharm Xerox Docuprint C305	G03	130.95.68.100