


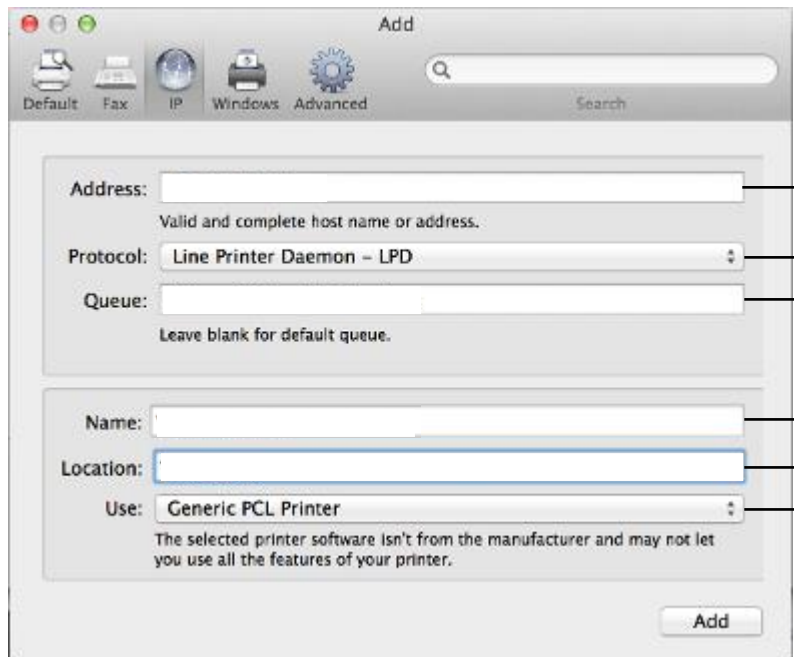
QUICK GUIDE

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](#) (pg5) 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

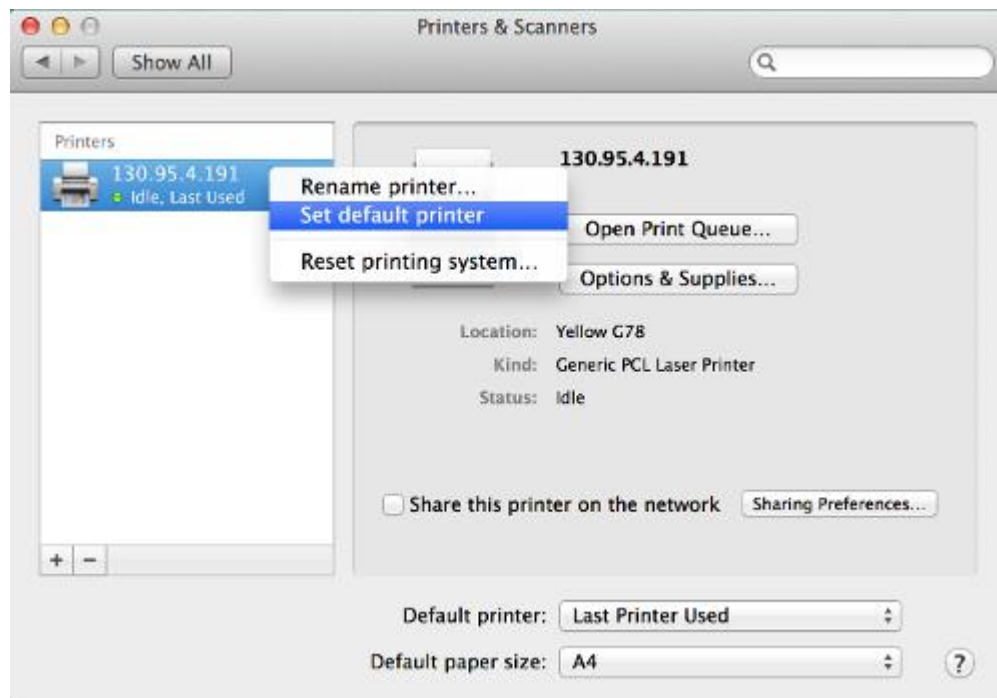
The selected printer software isn't from the manufacturer and may not let you use all the features of your printer.

Add

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


Set your default printer

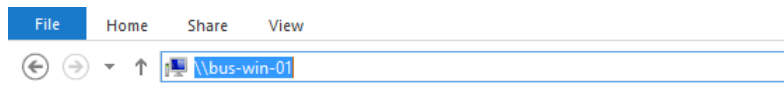
1. Click 
2. Open **System Preferences**
3. Click **Printers & Scanners**
4. Right click your selected printers and left click



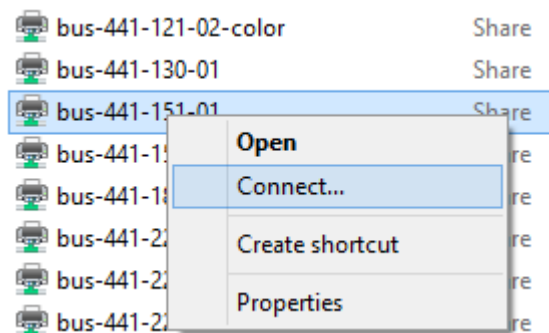
Windows 7

Connecting to a networked printer

1. Click  and select **Devices and Printers**
2. Type the printer server name [\\bus-win-01](#) into the address bar as shown below and press **Enter**




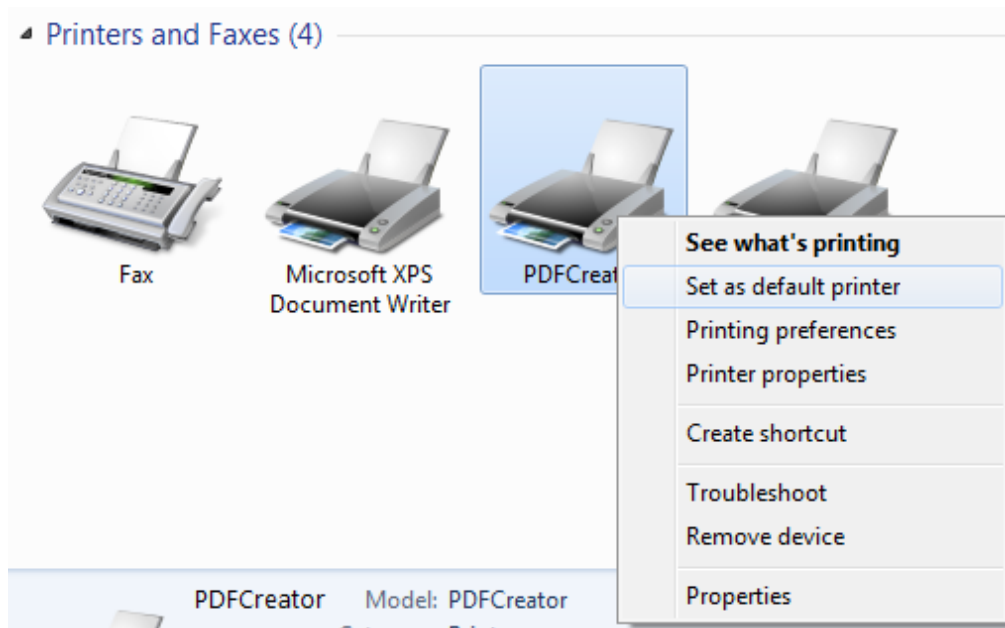
3. Select a preferred printer from the [Printer List](#) (pg5) and right click
4. Left click **Connect**



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 Aug 2016)		
Printer Model Name	Location	IP Address
<i>RED Area</i>		
Bus-441-g41-02-bw	Red G41	10.18.0.191
Bus-441-g41-02-color	Red G41	10.18.0.191
Bus-441-g41-01	Red G41	10.18.0.207
Bus-441-155-01	Red 155	10.18.0.214
Bus-441-244-01	Red 244	10.18.0.233
Bus-441-256-01	Red 256	10.18.0.239
<i>Orange Area</i>		
Bus-441-102-01	Orange 102	130.95.139.181
Bus-441-121-01	Orange 121	10.18.0.215
Bus-441-121-02-bw	Orange 121	10.18.0.217
Bus-441-121-02-color	Orange 121	10.18.0.217
Bus-441-130-01	Orange 130	10.18.0.221
Bus-441-224-01	Orange 224	10.18.0.233
Bus-441-224-02-bw	Orange 224	10.18.0.235
Bus-441-224-02-color	Orange 224	10.18.0.235
<i>Green Area</i>		
Bus-441-1212-01-bw	Green 1212	10.18.0.225
Bus-441-1212-01-color	Green 1212	10.18.0.225
Bus-441-1212-02	Green 1212	10.18.0.223
Bus-441-2213D-01	Green 2213D	130.95.110.88
Bus-441-2221-01	Green 2221	10.18.0.241
Bus-441-2221-02-bw	Green 2221	10.18.0.243
Bus-441-2221-02-color	Green 2221	10.18.0.243
Bus-441-2317-01	Green 2317	10.18.0.245
<i>Yellow Area</i>		
Bus-441-189-01	Yellow 189	10.18.0.227
Bus-441-286-01-bw	Yellow 286	10.18.0.31
Bus-441-286-01-color	Yellow 286	10.18.0.31
Bus-441-286-02-bw	Yellow 286	10.18.0.250
Bus-441-286-02-color	Yellow 286	10.18.0.250
Bus-441-g50-01	Yellow G50	130.95.139.9
Bus-441-g51-01	Yellow G51	10.18.0.205
Bus-441-g78-01-bw	Yellow G78	10.18.0.199
Bus-441-g78-01-color	Yellow G78	10.18.0.199
Bus-441-g78-02	Yellow G78	10.18.0.209

LAW School Printers (As of Aug 2016)		
Printer Model Name	Location	IP Address
<i>Law Building</i>		
Law-338-108-01-bw	Law 1.08	130.95.184.16
Law-338-108-01-color	Law 1.08	130.95.184.16
Law-338-215-01-bw	Outside 2.15	130.95.184.5
Law-338-215-01-color	Outside 2.15	130.95.184.5
<i>Law Link Building</i>		
Law-388-133-01	Lawlink 1.33	130.95.184.18
Law-338-180a-01	Lawlink 1.80a	130.95.184.13
Law-388-230-01-bw	Corridor outside 2.30	130.95.184.19
Law-388-230-01-color	Corridor outside 2.30	130.95.184.19
<i>E&C Building</i>		
Law-351-282-01-bw	EC 282	130.95.184.7
Law-351-282-01-color	EC 282	130.95.184.7
Law-351-g71-01	EC G71	130.95.184.15
Law-351-g73a-01-bw	EC G73a	130.95.184.140
Law-351-g73a-01-color	EC G73a	130.95.184.140
Law-351-g89-01-bw	EC G89	130.95.184.4
Law-351-g89-01-color	EC G89	130.95.184.4

SIS Printers (As of Aug 2016)		
Printer Model Name	Location	IP Address
<i>Shenton House</i>		
SIS-349-102-01-bw	102	130.95.68.79
SIS-349-102-01-color	102	130.95.68.79
SIS-349-110-01	110	130.95.68.54
SIS-349-113-01	113	130.95.68.101
SIS-349-117-01	117	130.95.68.88
SIS-349-g01-01	G01	130.95.68.99
SIS-349-g01-02-bw	G01	130.95.68.13
SIS-349-g01-02-color	G01	130.95.68.13
SIS-349-g08-01	G08	130.95.68.69
SIS-349-g12-01	G12	130.95.68.42
SIS-349-Landing-01	L1 Landing Area	130.95.68.12
SIS-349-Landing-02-bw	L1 Landing Area	130.95.68.14
SIS-349-Landing-02-color	L1 Landing Area	130.95.68.14
<i>Old Pharmacology</i>		
SIS-412-g03-01	G03	130.95.68.190
SIS-412-g03-02	G03	130.95.68.100
SIS-412-g10-01	G10	130.95.68.247