
USING CENTRAL PRINTERS FROM WINDOWS

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To print using the central printers, you'll use an Iowa State application called PCLPR. PCLPR should begin when the computer starts up, and will appear as a printer icon in the system tray (next to the clock). If it doesn't appear, start PCLPR by clicking **Start->Programs->Network Applications->pclpr**.

1. In the application you are printing from, click the File menu and select **Print**.
2. In the Printer dialog box, select a printer from the Printer Name pull-down menu. For example, to print to the self-serve printer in the 139 Durham Center, select **Durham 139 Self-Serve B&W Laser**.
3. Click **Print** or **OK**.
4. When prompted to do so, enter your Network-ID and password (if the prompt doesn't appear, minimize some windows, it may be behind something).
5. You can now configure your print options (some items may not be available on the self-serve printers):

Bin: For the central printers in 139 Durham Center, set a bin number for your job to be placed in (201–475, 0 if self-serve). Note the bin number you selected.

Grant: Select which grant your job is charged to. Students can use their \$5 print subsidy for the semester by selecting *subsidy_username*, or print using their University bill by selecting *ubill_username*.

Form: Select which type of paper you want your job printed on. The bond option is regular paper. Available at additional cost are *tran* (transparency), *thes* (thesis), and *1b33* (labels, 33 to a sheet.)

Sides: Select one-sided or two-sided printing.

6. Click **Done**.

Pick up your output. For the self-serve printer, it will simply be on top of the printer. For the standard black-and-white or color printers, it will be in the bin number you specified in approximately 15–30 minutes.

More Information

For more information contact the Solution Center, 195 Durham Center, by email at solution@iastate.edu, or by phone at 515-294-4000.