

Macintosh OS 10.4 and 10.5: Set Your Computer to Print to the NINJa System

eSupport immediate help online: <http://support.cubhis.org>
 5-Help (212-305-4357) 5help@columbia.edu www.cubhis.org

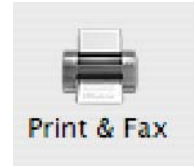
This document steps you through configuring your own computer so it can send print jobs to the laser jet NINJa printers at various locations on campus.

For general information on how to use the NINJa printers, please see our **Printing on Campus** handout or go to: http://www.cubhis.org/getting_help/printing.html

To print through NINJa, you must have an active Columbia UNI account and a page quota. If you do not have an automatic page quota through your Columbia account, you can purchase pages (50 pages for \$5.00) online or at the IC help desk on the 2nd floor of the Library.

Note: The following screenshots are for Mac OS 10.4; instructions for 10.5 are in parenthesis if they differ.

1. Select **System Preferences** from your computer's main Apple menu in the upper left corner of the screen, then **Print & Fax**.
2. Select the Add (+) button towards the left, below the list of printers.
3. Make sure **IP Printer** (10.5 - *IP with the globe icon*) is selected in the top of the next window.
4. Make sure **Line Printer Daemon - LPD** is selected for **Protocol**.
5. Type in the printer's **Address**, using the chart on the other side of this document to select your desired NINJa printer.
6. Type in **public** as the **Queue** name. *Do not leave this field blank or you will not be able send print jobs to the NINJa printer!*

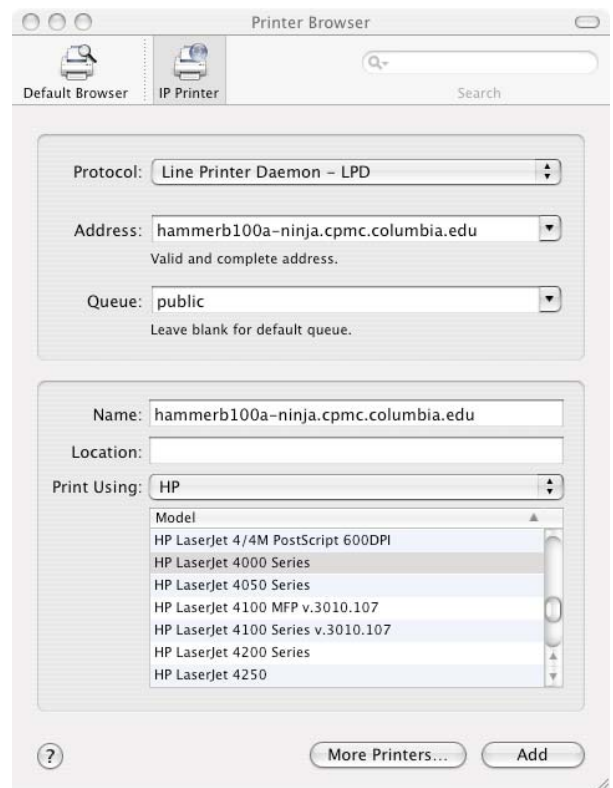


The **Address** and **Queue** fields may attempt to verify the information you are typing in if you are connected to the campus network, and autofill if the information is found.

7. Select the printer's manufacturer in the **Print Using** drop down menu, and the **Model** from the list that will appear below the manufacturer. The chart on the other side of this document lists the make and model of each NINJa printer.

Note: If the correct manufacturer or model are not listed, you can try downloading and installing drivers from the manufacturer's web site (ex: www.hp.com). It's also possible to use the Generic Postscript Printer, however keep in mind that this may cause problems with some documents.

8. Select the **Add** button in the lower right of the window. You can select Continue if the next window prompts you to select Installable Options.



Configuration Information for all NINJa Printers on the CUMC Campus

The "Name of printer or print queue on that server" field when configuring your computer will be **public**.

Printer's Address	Printer Model	Name	Location
hammer100d-ninja.cpmc.columbia.edu	HP LaserJet 4350 PS	Ninja24-2	Computer Lounge - 24 hours, Hammer Lobby
hammer100c-ninja.cpmc.columbia.edu	HP LaserJet 4350 PS	Ninja24	Computer Lounge - 24 hours, Hammer Lobby
hammer100a-ninja.cpmc.columbia.edu	HP LaserJet 8150 PS	NinjaLobby	Health Sciences Library Lobby
hammer100b-ninja.cpmc.columbia.edu	HP LaserJet 8150 PS	NinjaLobby2	Health Sciences Library Lobby
hammer100e-ninja.cpmc.columbia.edu	HP LaserJet 8150 PS	NinjaLobby3	Health Sciences Library After Hours Room
hammer200a-ninja.cpmc.columbia.edu	HP LaserJet 8150 PS	Ninja2ndfl_1	Information Commons – 2nd floor of Library
hammer200d-ninja.cpmc.columbia.edu	HP LaserJet 4350 PS	Ninja2ndfl_2	Information Commons – 2nd floor of Library
hammer200e-ninja.cpmc.columbia.edu	HP Color LJ 4650 PS	NinjaColor2ndfl_3	Information Commons – 2nd floor of Library
hammer200b-ninja.cpmc.columbia.edu	HP LaserJet 8150 PS	Ninja2ndfl_4	Information Commons – 2nd floor of Library
hammer200c-ninja.cpmc.columbia.edu	HP LaserJet 4350 PS	Ninja2ndfl_5	Information Commons – 2nd floor of Library
hammer200f-ninja.cpmc.columbia.edu	HP LaserJet 8150 PS	Ninja2ndfl_6	Information Commons – 2nd floor of Library
hammer200g-ninja.cpmc.columbia.edu	HP LaserJet 8150 PS	Ninja2ndfl_7	Information Commons – 2nd floor of Library
hammer400a-ninja.cpmc.columbia.edu	HP LaserJet 9050 PS	NinjaRiverview4	Hammer 4th Floor Riverview Lounge
bard100a-ninja.cpmc.columbia.edu	HP LaserJet 4200 PS	NinjaBardHall	Bard Hall Basement
bdh100b-ninja.cpmc.columbia.edu	HP LaserJet 4350 PS	NinjaBardHall2	Bard Hall Lobby
tw2100a-ninja.cpmc.columbia.edu	HP LaserJet 4350 PS	NinjaTW2	Tower 2 Lobby
ph17107a-ninja.cpmc.columbia.edu	HP LaserJet 4100 PS	NinjaPH17Pc	PH17 Computer Lab
ph17107b-ninja.cpmc.columbia.edu	HP LaserJet 4100 PS	NinjaPH17Mac	PH17 Computer Lab

NINJa Printing Tips

- Your Mac may automatically make the most recently added printer your default. Change this by going back into the **Print & Fax** preferences (see Step 1), and choose the printer you'd like as a default from the **Selected Printer in Print Dialog** drop down menu.
- To use a non-default printer for a specific printout, select **File - Print** from the upper left corner of the program you're using instead of simply clicking on the printer icon. When the Print menu opens, you'll be able to select a different printer.
- In the Printer Browser window, you can type anything you'd like for the Name and Location fields. Name the printer something that will make sense to you when viewing the list of printers installed on your computer.
- To print double-sided, select **File - Print** from the program you're using and select **Layout** from the drop down menu. At the **Two-Sided** option:
 - Select **Long-edged binding** for pages with a portrait layout, or **Short-edged binding** for pages with a landscape layout.
 - All printers except NinjaColor can print double-sided.
- Print jobs stay in the NINJa printer's queue for 30 minutes. Nothing is deducted from your printing quota until you log on to the NINJa terminal to actually print your job.
- NINJa printers that are accessible 24 hours a day, 7 days a week are: Ninja24-2, Ninja24, NinjaLobby3, NinjaTW2, NinjaBardHall and NinjaBardHall2. Your Columbia ID is required to enter the areas where these printers are located.