

## Windows Vista: Set Your Computer to Print to the NINJa System

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 5-Help (212-305-4357) 5help@columbia.edu [www.cubhis.org](http://www.cubhis.org)

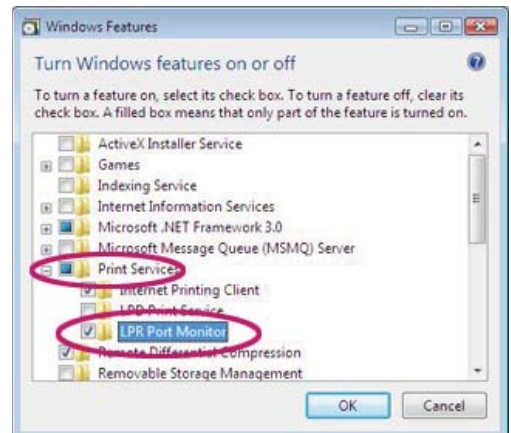
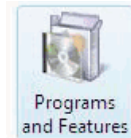
This document steps you through configuring your own computer so it can send print jobs to the laser jet NINJa printers at various locations on campus.

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](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.

**Part I - Adding Print Services:** If your computer has not already been configured for LPR printing, you will need to add this Windows Component. Otherwise you can skip to **Part II** below to add a printer. If you're not sure, try the steps here to see if LPR is already installed.

1. Select **Start - Control Panel**, then select **Classic View** from the menu listed on the left.
2. Select **Programs and Features**. Items will be listed alphabetically within the Control Panel. Look for the icon shown to the right, it will be grouped with others that begin with "P".
3. Select **Turn Windows Features On or Off** from the menu in the upper left. If prompted for permission, select **Continue**.
4. Look for **Print Services**, select the plus to the left to view submenus if necessary, and check **LPR Port Monitor**. *If the box is already checked, select the **Cancel** button in the lower right of this window and proceed to Part II.* If not, check the box and select the OK button.
5. After the computer has completed installing the feature, select the **Finish** button and close the **Add/Remove Programs** window.

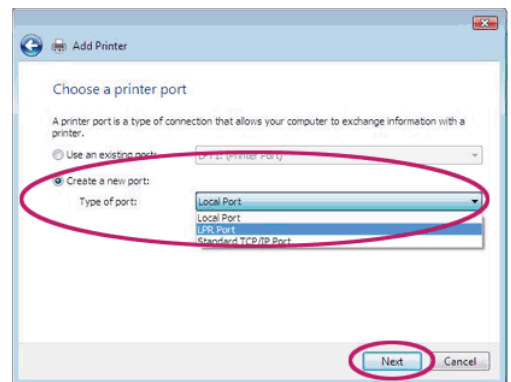


Step 4:

### Part II - Adding a Printer:

6. Select **Start - Control Panel**.
7. Select the **Classic view** option in the upper left of the Control Panel.
8. Select the **Printers** icon.
9. Select the **Add Printer** link at the top of the window, then **Add a Local Printer**.
10. Check **Create a new port**, then **LPR Port** from the drop down menu. Click **Next**.
11. Use the chart on the other side of this document to type the **Printer's Address** in the top field.
12. The **print queue** name for all NINJa printers is **public**. You must fill in this 2nd field or your print jobs will not be sent to the printer. Click **OK**.

Step 10:



Steps  
11 & 12:

## 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**.

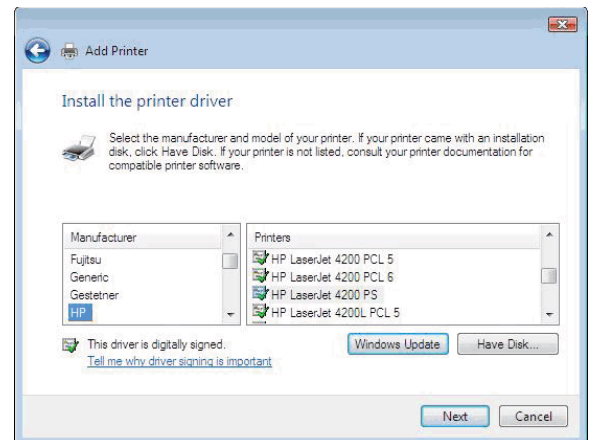
Printer's Address	Printer Model	Name	Location
hammer100d-ninja.cpmc.columbia.edu	HP LaserJet 4350 PS	Ninja24-2	Computer Lounge - 24 hours, Hammer Lobby
hammer100c-ninja.cpmc.columbia.edu	HP LaserJet 4350 PS	Ninja24	Computer Lounge - 24 hours, Hammer Lobby
hammer100a-ninja.cpmc.columbia.edu	HP LaserJet 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

13. Select the **Manufacturer** on the left and then the model of the printer under the **Printers** section. Select the **Next** button.

**NOTE:** If you do not see the correct printer model listed, you can try downloading and installing drivers from the manufacturer's web site (ex: [www.hp.com](http://www.hp.com)). You must then use the **Have Disk** button in the **Add Printer** window, and **Browse** to the downloaded file.

14. Type in the Printer's name. This can be anything that is logical to you, and is what will be displayed on your computer in its list of installed printers.

15. Select whether you would like this NINJa printer to be your computer's default, then select **Next**. The drivers will install, you can skip printing a test page, and select **Finish** to complete the printer set up.



### NINJa Printing Tips

- 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.
- To print double-sided, select **File - Print** from the program you're using, select **Preferences** and then the appropriate option under **Print on Both Sides** in the **Layout** tab.
- 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.