

Printing from UCS

Guidelines for using the printers in Stephens Hall and the Conference Center:

- Academic or administrative use only.
- Users must pay for all printouts sent to the pay printers.
- Exceptions to use of the free printers include, but are not limited to:
 1. Multiple copies
 2. Wasteful use of limited printer resources
- Printing material that violates any policy of the University can result in disciplinary measures instituted by the University and/or loss of access (either temporary or permanent) to UL Lafayette computing systems and networks.
- Printing material that violates federal, state, or local law may result in prosecution under applicable law.

In addition to the Computing and Network Policy, other departments may have policies regarding the use of equipment and supplies.

The Computing and Network Policy is located online at:
http://www.louisiana.edu/InfoTech/Policies/comp_net.html

A current UL Lafayette ID card is required to pick up all printouts.

Printing from *StarOffice*

To print an open *StarOffice* document, click the printer button on the icon bar. Use the following table to select a printer. Once you have selected the printer, make sure that the Print to File option is not selected, then click **OK**.

STAROFFICE			
Paper Type	Printer Location	Printer Selection	Cost
3-hole; double sided	Conf. Ctr.	conflp	free
3-hole; double sided	Stephens Hall	smhxlpl	free
no hole; single sided	Stephens Hall	smhlp-1sided	.10 per page
no hole; double sided	Stephens Hall	smhlp	.15 per page
no hole; color	Stephens Hall	smhcolor	.40 per page

Printing from *Mozilla*

To print a web page from *Mozilla*, click the printer button at the top of the window. Make sure that **Printer** is selected. Select a printer from the table below and type the printer command in the **Print Command** text field. Once you have typed the command, click **OK**.

Mozilla			
Paper Type	Printer Location	Printer Command	Cost
3- hole ;double sided	Conf.Ctr.	postscript/conflp	Free
3-hole;double sided	Stephens Hall	postScript/smhxlpl	free

Printing From the Command Line

The printers in Stephens Hall and the Conference Center are PostScript printers. Use the following table to print postscript files from a terminal or console window. To print an ASCII text file insert `-t` before the filename.

Paper Type	Printer Location	Printer Command	Cost
3-hole; double sided	Conf. Ctr.	<code>lpr -Pconflp filename</code>	free
3-hole; double sided	Stephens Hall	<code>lpr -Psmhxlpr filename</code>	free
3-hole; single sided	Stephens Hall	<code>lpr -Psmhxlpr -Csimplex filename</code>	free
no hole; single sided	Stephens Hall	<code>lpr -Psmhlp -Cdup=off filename</code>	.10 per page
no hole; double sided	Stephens Hall	<code>lpr -Psmhlp filename</code>	.15 per page

Checking the Print Queue at the Command Line

You can check the status of your printout before going to the printout services window. To check the status of your printout, open a *Terminal* window and enter one of the following commands.

If your printout was sent to the Conference Center, type: **lpq -Pconflp**

If your printout was sent to the Stephens Hall free printer, type: **lpq -Psmhxlpr**

If your printout was sent to the Stephens Hall pay printer, type: **lpq -Psmhlp**

These commands will show all print jobs waiting to be printed on that printer.

Contacting Printout Services

Stephens Hall Printout Services (SMH 110): 482-6419

Conference Center Printout Services (CONF 153): 482-6539