

# Accounting Student Lounge

*Once you complete all the steps in this handout, you can print to the black & white and color laser printers in the Accounting Student Lounge. If you require assistance setting up these printers please stop by the TAC in Bryan Hall, room 122 or call the TAC at 273-0248.*

## Printing Setup

Graduate students are allotted **10.00** print credits at the beginning of each semester. Each page of black and white output consumes **.01** credits. Color output uses **.08** credits per page.

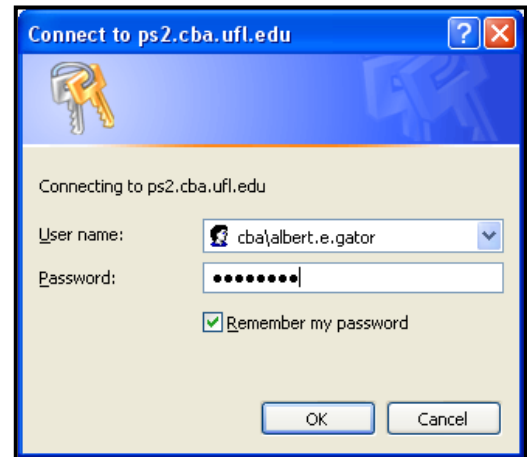
*In order to successfully install the Lounge printers you must know what your WCBA Network account is and changed its password from the default to something unique.*

## Getting Started

- If you are employed by the WCBA please see the TAC Staff first.
- Before you can print (or access the Internet) you **must** open Internet Explorer and log on to the UF network with your Gatorlink account.
- You are given a limited number of print credits each semester so please use the printers responsibly.
- These instructions are for setting up Lounge printers using Windows XP Professional or Windows Vista. If you are using a non-English, non-US version of Windows XP Professional or Vista, or another operating system, please see a TAC assistant.

## Installation (Windows XP Professional) –

1. Go to Start | Control Panel | Printers and Faxes **OR** Start | Settings | Control Panel | Printers and Faxes.
2. Click “Add Printer” in the left hand column (towards the top).
3. Click “Next”.
4. Select “A network printer, or a printer attached to another computer”.
5. Select “Connect to this printer (or to browse for a printer, select this option) and click “Next”.
6. Enter the following print queue name for the black and white printer:  
**\\ps2.cba.ufl.edu\ACC-Lounge-BW**
7. Click “Next”.
8. You should be prompted for your WCBA username and password.
  - o Enter your username as so:  
(e.g. **cba\albert.e.gator**)
  - o Enter your password.
  - o Make sure the “Remember My Password” box is checked.
9. Choose “Yes” when the “Connect to Printer” windows stating you are about to connect to a printer on ps2.cba.ufl.edu...pops up.
10. Decide if you want to have this printer as your default printer (Yes or No) and click “Next”.
11. Click “Finish”.



Instructions for setting up the color printer:

Use the same instructions for setting up the color printer except in step 6 use:

**\\ps2.cba.ufl.edu\ACC-Lounge-Color**

## Windows XP Home Edition and printing in the Lounge

This is not a college supported operating system, however we found that you can use these set up instructions but may need to delete your printer, restart your computer, and repeat the installation instructions for each print session. The alternative is to upgrade to a supported operating system.

## Installation (Windows Vista) –

1. Go to Start | Control Panel | Printers.
2. Click “Add a printer” in the horizontal menu towards the top of the window.
3. Click “Add a network, wireless or Bluetooth printer”.
4. The wizard will attempt to search for printers. Skip the wait and click on “The printer that I want isn’t listed”.
5. Choose the “Select a shared printer by name” option.
6. Enter the following print queue name for the black and white printer:

**\\ps2.cba.ufl.edu\ACC-Lounge-BW**

7. Click “Next”.
8. You should be prompted for your WCBA username and password.

- o Enter your username as so:  
**(eg. cba\albert.e.gator)**
- o Enter your password.
- o Make sure the “Remember My Password” box is checked.

9. Click “Install driver” when the next window pops up. It may take some time for this window to disappear, and it may report as “Not responding,” **please wait and let it finish.**
10. The next step will report that the printer was installed. You will have the option to set the printer as the default. If you would like to do so, check the corresponding checkmark.
11. Click “Next”.
12. Click “Finish”.



Instructions for setting up the color printer:

Use the same instructions for setting up the color printer except in step 6 use:

**\\ps2.cba.ufl.edu\ACC-Lounge-Color**