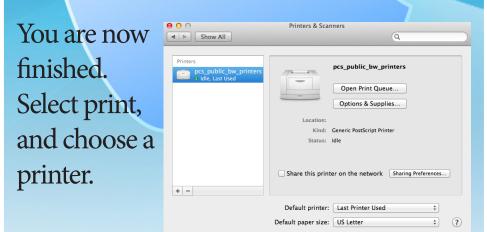
Check the box duplex printing unit, then click continue.

Default Fax	Add P Windows Advanced Search
	Setting up 'pcs_public_bw_printers' Make sure your printer's options are accurately shown here so you can take full advantage of them.
🗹 Dup	lex Printing Unit
Locations	
- Disc	Generic PostScript Printer
	The selected primer software teril from the manufacturer and may not let you use all the features of your primer.
	Cancel OK
	Add

Repeat all of these steps to add color printers except you will need to change it from "bw" to "color" in the URL.



If you encounter any difficulty after final installation, call the ITS Help Desk and verify you can login to eservices. It is not a printer issue at this point. *ITS can be reached at 434-924-HELP.*



Instructions for loading public printer drivers

Copy Centers Locations:

In the UVA Bookstore, 434-924-0519 Chemistry Building room 401, 434-982-2098 Hospital West room 1186, 434-924-5681 Old Ivy, our main office at 2474 Old Ivy Road, 434-924-3785 Open System Preferences and click on the printer icon. Once you have done this, on the next screen simply click the + symbol to add a printer.



After clicking to add a printer, the following window will open. Right click to the right of the Windows icon on the toolbar (control & click if you can not right click)

Default Fax	IP Windows	Icon Only Text Only Hide Toolbar Use Small Size Customize Toolbar	
Name:			
Location: Use:	No Selection		

As shown here choose Customize Toolbar...

Drag the advanced icon into the toolbar and click done. Once moved, click the advanced icon.

Windows	Advanced	IP	Default	Fax	Q Search	Space	Flexible Spac
. or drag	the defau	lt set into	the tool	bar.			
4	品 🛞	A		Q			
Default	Fax IP	Windows			1	Search	

Choose Windows or Windows printer via spools depending on the version of OS X you are using. Then, as you see here, enter the URL exactly as it is in this example, name it, then select Generic PostScript Printer. Click add.

