# Printing - How to print in the Weitz-Lab

The printers at the Weitz-Lab belong to the network of public printers of the Harvard SEAS community

<https://www.seas.harvard.edu/service-center/printers-and-copiers>

(<https://www.seas.harvard.edu/computing-office/printing>).

Useful link : <https://harvard.service-now.com/ithelp?id=kb_article&sys_id=KB0010888#ip>

### Weitzlab-Printers Currently, there are two printers available to our lab:

##### HP LaserJet M3035 MFP

* + located between the two offices, next to the kitchenette
  + black/white printing (single sided), fax, copier, scanner (into your Harvard email mailbox)

##### HP Color LaserJet CP4520

* + located in the hallway, next to the chemroom
  + color printing (double sided)

## Installing printers on your computer

To use these printers you have to add them manually with a network connection. This process is described below.

##### ****Do not use a USB cable to connect your computer to the printer!****

**Before you start adding printers , make sure that your computer is connected to the Harvard University / Harvard Secure network, through Wi-fi or an ethernet cable!**

**Do not use Harvard VPN (Cisco AnyConnect)!**

(If you are connected to the Harvard network, you don't need to establish a VPN connection to Harvard - you are already part of the network!)

To set-up these printers you must follow the instructions of the Harvard SEAS Computing website:

[How to add a SEAS printer to OS X](https://www.seas.harvard.edu/computing-office/printing/adding-printer-mac-os-x). [How to add a SEAS printer to CentOS](https://www.seas.harvard.edu/computing-office/printing/adding-printer-centos).

[How to add a SEAS printer to Windows](https://www.seas.harvard.edu/computing-office/printing/adding-printer-windows). [How to add a SEAS printer to Ubuntu](https://www.seas.harvard.edu/computing-office/printing/adding-printer-ubuntu)

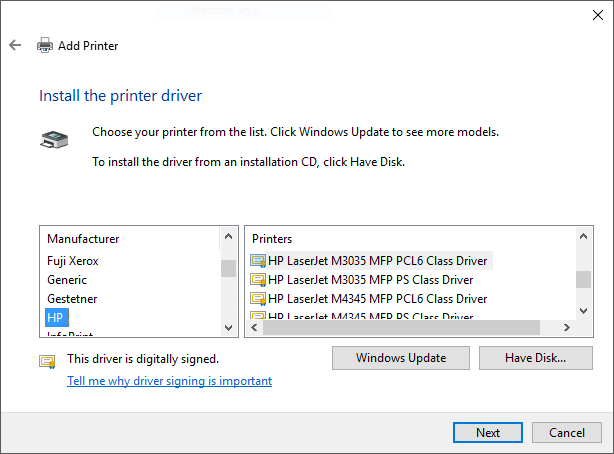
 The following table contains the necessary information to set-up the two printers on your computer.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Queue** | **Building** | **Building Location** | **Type** | **Model** | **Hostname** |
| mckay-5flr-clr | Gordon McKay Lab | 5th Floor Hallway | Color | HP Color LaserJet CP4525 | mckay-5flr-clr.seas.harvard.edu  or  60ox-3flr-clr2  Or  IP Address: 10.243.35.103 |
| mckay-5flr-weitzlab | Gordon McKay Lab | 5th Floor Weitzlab next to the sofa | B&W | HP LaserJet M3035 MFP | mckay-5flr-weitzlab.seas.harvard.edu |

## Which driver should I use?

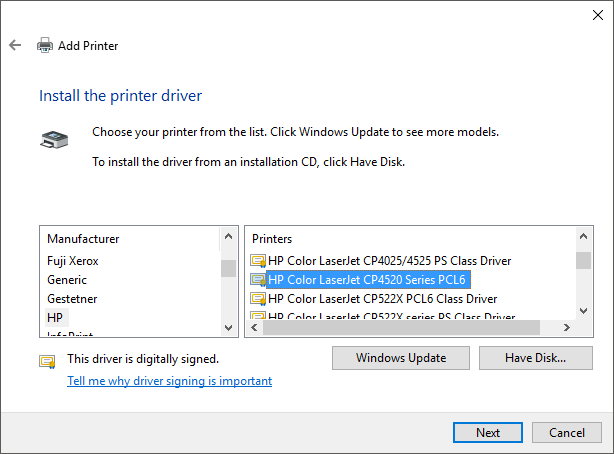
##### HP LaserJet M3035 MFP

Choose theM3035 MFP PCL 6 driver; it offers faster printing than PS (postscript).



##### HP Color LaserJet CP4520

Choose the CP4520 series PCL6 driver.



In case of problems, please contact HUIT Service Desk [ithelp@harvard.edu](mailto:ithelp@harvard.edu).

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