



Instructions for installing the Lodge network printer

Follow the steps below to install the network printer at the Vice Chancellor's Lodge.

Windows users

- Download installation software from: <http://pcwww.liv.ac.uk/csd/lodge/LodgePrinter.exe>
- Select **Run** when prompted. Allow the software to download and then install.

Note: If you are using Internet Explorer 9, you may be prompted with a warning that the download could harm your computer. In this case, click on **Actions**, choose **More Options** then click **Run Anyway**.

Mac users

- Locate the Print Setup Utility on your hard drive by going to **Applications** then the **Utilities** folder. Double-click on the **Printer Setup Utility** to launch it.

If you do not have a printer configured already:

- You will be prompted to add a printer. Click **ADD** and a **Printer Browser** window will appear and start scanning for available printers. The Lodge Printer should appear.

If you already have printers installed:

- Click on the plus sign (+) then **Default Browser**, the Lodge printer should appear.
- Next to **Print Using**, select **Generic PCL Printer** from the drop down menu.
- For double-sided printing select the option for the **printer has a duplex unit** when asked.