

PRINTER HELP SHEET

Where are the printers?

The Printers are located in the following rooms:

p2210a (BA 2210) **p2210b** (BA 2210) **p3185a** (BA 3185)

How do I print to the Printers?

You can print to the printers in the following ways:

1: Use the "Print" command from the Graphical menu in most programs such as Firefox (File – Print)

This method of printing usually works. To find out which printer is the default for your workstation, select the PRINTERS icon on the KDE menu. Alternatively, in a terminal window type ``echo $PRINTER``

2: Using the command line to print postscript files (filename.ps)

a: Print to a file: Most programs allow you to send a print job to a file. Save the file as *'filename.ps'* This will also allow you to view your print job using the program ``gv`` .

b: Use `lpr` or `print` command to print your file. The syntax is; `lpr filename.ps` or; `print filename.ps`

`lpr` prints a postscript job (.ps) in single sided

`print` sends a job to the printer double sided

To direct your job to a specific printer, use the `-P` option in the following way

`lpr -P printername filename.ps`

3: Printing PDF`s:

a: Adobe decided to not support Linux anymore in current versions of Acrobat reader.

Now by default, printing a PDF file from terminal will print in double sided, for example:

`print -P printername filename.pdf`

b: To print single sided there are two ways, use the `lpr` command or add `-d` after the printer name to turn off duplex and print single sided, for example:

`print -P printername -d filename.pdf`

`lpr -P printername filename.pdf`

How do I see the status of my print job? How can I cancel it?

Each job has a “job number”. You can find the job number of all the jobs currently printing or waiting to be printed using `lpq` which stands for Line Printer Queue. (Unix usually calls its printers “line printers” for historical reasons.) Like most printer commands, `lpq` can take a `-P` argument; use `-P p2210a` to see the queue for the first downstairs printer, and a `-P p3185a` for the upstairs printer. The output will look something like this:

```
Rank Owner/ID          Pr/Class Job      Files          Size  Time
active wayne@b3175-04+281  A   319    (STDIN)       39030 Jan  6 23:51:30
2      you@b3195-13+747    A   320    foo.txt       534145 Jan  6 23:51:30
```

Meaning that Wayne’s job (number 319) is currently printing, and job number 320, belonging to `you`, is next. To remove your job, type `lprm 320`. Don’t forget to use `-P printername`. You can sometimes remove an active job, but often the printer will have printed it before the command is processed, unless it is jammed or is otherwise delayed.