University of Cincinnati College of Law

Accessing College of Law Student Printers – Windows XP and Vista and 7

To access the law school lab printers as well as the SBA printer, you must be on campus and connected to a network via wireless or cabled LAN connection.

Either double-click the "My Computer" icon or navigate to Start->My Computer (or just Computer on Vista and 7) via the Windows Start Menu.
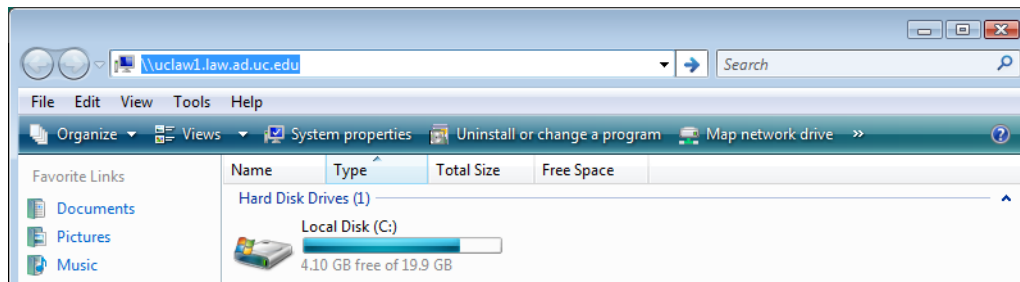
Locate the address bar.

Figure 1

In the address bar enter \\uclaw1.law.ad.uc.edu as displayed in Figure 1 and press enter.
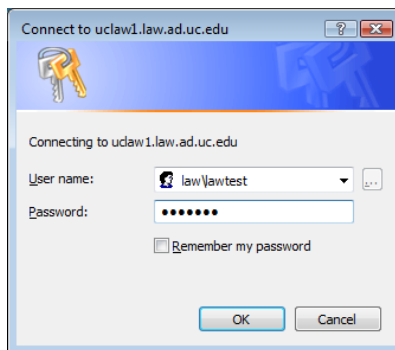

Figure 2

You should be prompted for a password as displayed in Figure 2. Use your lab login preceded by "law\" and your lab login password, and click OK.

If you are given the option, you may select "Remember My Password" or "Remember my credentials" for future sessions; otherwise you will need to enter this address every time you reboot your system or disconnect from the university network.
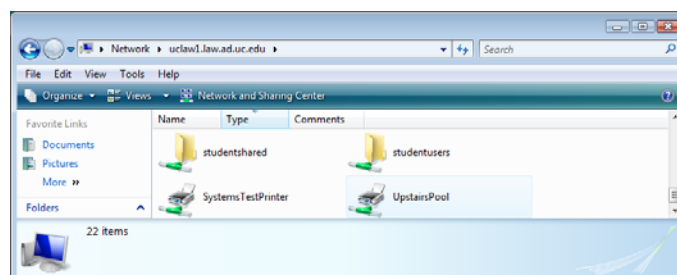

Figure 3

You will be presented with a list of folders and printers similar to Figure 3.

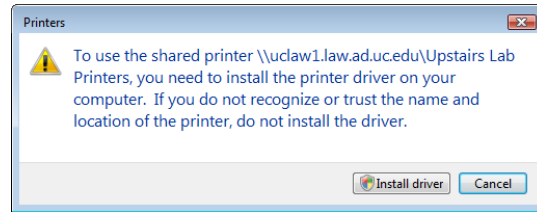Double-click the printer labeled "UpstairsPool".

Figure 4

You may be presented with a message box stating that your system is connecting to the printer in question, and you may be asked to install to install a driver as displayed in Figure 4. Click the "Install driver" button.

To print to the printer in the upstairs lab you must select "Upstairs Lab Printers" from the print dialog.

You may repeat this process for the "DownstairsPool" and "SBAPrinter" entries to enable the ability to use those printers.

After you've printed to one of the student printers the job will arrive at the Pharos release station and is denoted by the name you use to login onto your laptop.