



LOYOLA UNIVERSITY CHICAGO Law School Computing Services User Memo

Using the Law School Wireless Network No. 53 3/11/2019

Overview:

This user memo is intended to give you instructions on how to set up your laptop or mobile device to access the Law School Wireless Network and Printers available in the Corbooy Law Center.

Important Note about assistance with gaining access to and using the Law School Wireless Network or Printers: The Law School does not provide hardware or software repair of student laptops or mobile devices. If you need hardware or software technical support or repairs, you will need to contact the store where you purchased the laptop or the manufacturer of the laptop for support.

Is there anything I should do before arriving at the Law School?

If you are going to be using a Smartphone or other mobile device, No, there is nothing you need to do in advance. You will complete the registration process when you arrive on campus. If you are using a laptop then the answer is yes. For Windows laptops you should run the Windows Update process and make sure that all updates listed as “Important” or “Critical” have been installed. And, you need to have up-to-date anti-virus software installed. If you are using a Mac laptop you should complete any system updates that are available **Please note:** You will have to complete the registration process once you are on campus.

Important NetReg Details: All devices using the wireless network will be required to re-register every 120 days (or after 14 days of inactivity). If your machine does not meet network security requirements, you will be provided with on-screen options for updating or patching your computer.

How Do I Go Through The NetReg Process?

Note: If you are using Windows 7, before connecting to the wireless network please go to

<https://www.luc.edu/its/wireless/studentsfacultyandstaff/windows7wireless/>

1. First, connect to the wireless access point named “LUC” then enter your UVID in the user name field and your Loyola password in the password field.
2. Open a web browser and go to luc.edu/registernow
3. On the Register Now webpage, in the “Where are you?” section, click on “Water Tower Campus”.
4. Click the “Start” link to the right of “I am a student, faculty, staff, or NAP” on the device registration landing page as shown below.

5. In the new pop up window, enter your Loyola

UVID and password in the fields and click the “Register” button to complete the NetReg process.

6. You now will see a screen with a countdown bar and a message stating that you should wait while your wireless connection is configured.
7. When this process is complete, you need to close your browser. Then you can reopen the browser and go to a page outside of the Loyola University Chicago domain. **For example:** www.espn.com

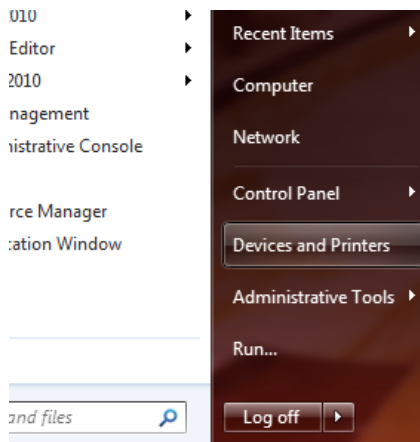
Please note: Law students, faculty, and staff should NOT connect to the wireless access points named LUC-Guest nor LUC-Devices unless specifically instructed to do so by someone from Law School Computing Services or the ITS Service Desk.

How to Set Up Printing from the Law School Wireless Network:

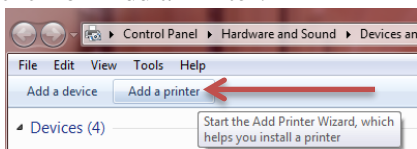
When using your laptop on the Law School Wireless Network you will have access to three printers, nicknamed Gryphon 1, 2, and 3. Gryphon 1 is located on the 4th floor of the Loyola Law Center, inside the Law Library, next to the Westlaw printers. Gryphon 2 & Gryphon 3 are located adjacent to Network Printers 3 & 4 in the smaller of the 2 computer labs also on the 4th floor of the Law Center. (Room 408) Follow the steps below to configure these printers on your laptop. **You may install 1, 2 or all 3 printers if you so choose. You will need to repeat the steps for each printer individually.** Please note that the policies affecting laser printing at the Law School also apply to the Wireless Services printer. Please do not abuse this printing privilege, only print documents you need to print and pick up those documents shortly after they are printed.

How to set up a Wireless Printer for Windows 7

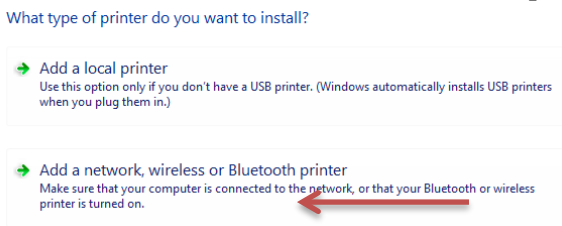
1. First click the Start Button, and then click Devices and Printers on the right side of the start menu.



2. Then click on Add a Printer.

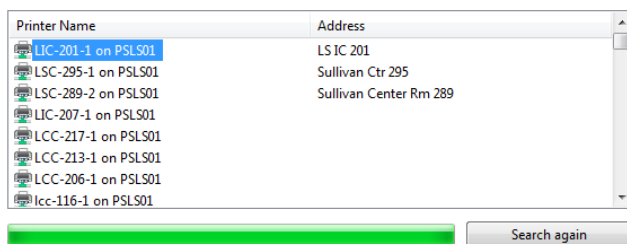


3. Click Add a network, wireless or Bluetooth printer



4. Click "The printer that I want isn't listed"

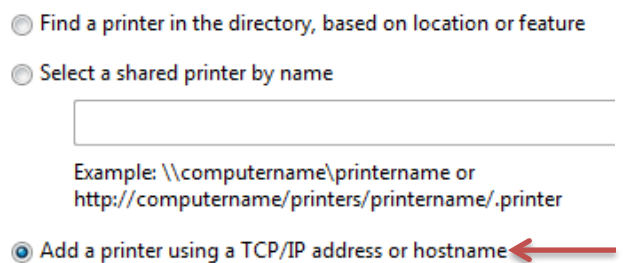
Select a printer



→ The printer that I want isn't listed ←

5. Click the 3rd option "Add a printer using a TCP/IP address or hostname"

Find a printer by name or TCP/IP address



6. The table below shows what to enter in the IP address field based on which printer you wish to set up.

10.39.8.111	Gryphon 1
10.39.8.112	Gryphon 2
10.39.8.113	Gryphon 3

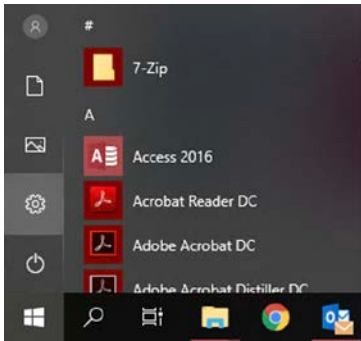
7. Windows will take a few moments to detect the printer type and install the driver. If the printer model is not automatically detected, choose "HP" from the manufacturer list, and HP LaserJet 600 M602 from the model list.

8. Finally, you will be asked to choose a name for the printer you have just added. The name you give the printer should match the name next to the IP address you entered from the table in step 6 above.

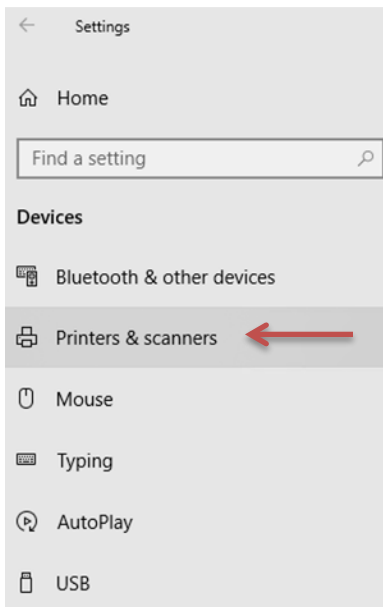
9. You are now ready to print. You may print a test page if you would like.

How to set up a Wireless Printer for Windows 10

1. First click the Start Button, and then click Settings (the gear icon) above the Power button.



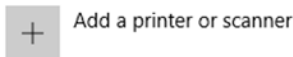
2. Within Settings, click on “Devices” and then click “Printers & Scanners” in the left pane



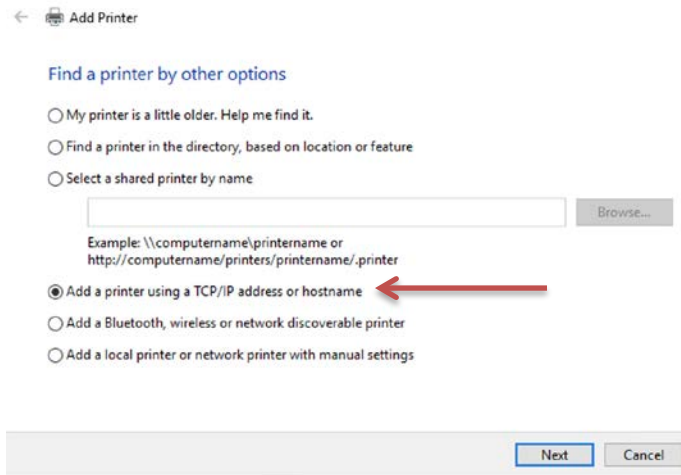
3. Then click on “Add a printer or scanner”

Printers & scanners

Add printers & scanners

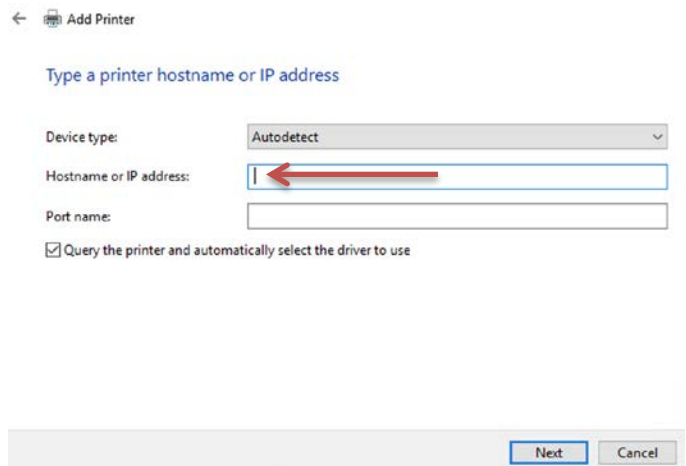


4. After a list of printers appears, scroll down to click the link for “The printer that I want isn’t listed”
5. Within Find a printer by other options, click the 4th option “Add a printer using a TCP/IP address or hostname” and then click the Next button.



6. The table below shows what to enter in the IP address field based on which printer you wish to set up.

10.39.8.111	Gryphon 1
10.39.8.112	Gryphon 2
10.39.8.113	Gryphon 3



7. After entering the IP Address, click Next button.

8. Windows will take a few moments to detect the printer type and install the driver. Once complete, you’ll be taken to a screen stating you’ve successfully added HP LaserJet 600 M602.

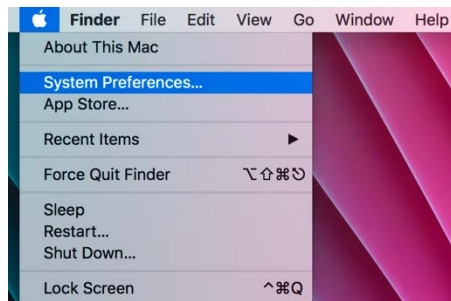
9. The name you give the printer should match the name next to the IP address you entered from the table in step 6 above. Type this into the “Printer name” field and click the Next button.

10. Click the radio button next to “Do not share this printer” and then click the Next button.

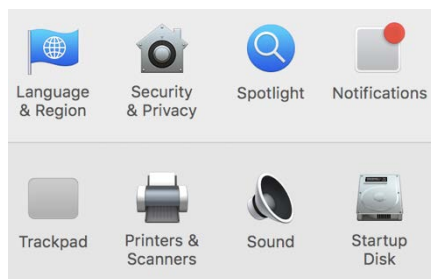
11. You are now ready to print. You may uncheck “Set as the default printer” and/or click “Print a test page” if you would like. Click the Finish button to exit.

How to set up a Wireless Printer for Mac OS X

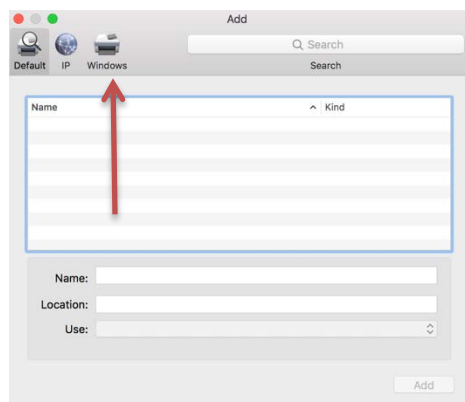
1. With your laptop powered on and connected to the Law School Network, go to the Apple Menu > System Preferences



2. Click on the Printers & Scanners Icon



3. Click on the + icon below the Printers list
4. Click on the IP button



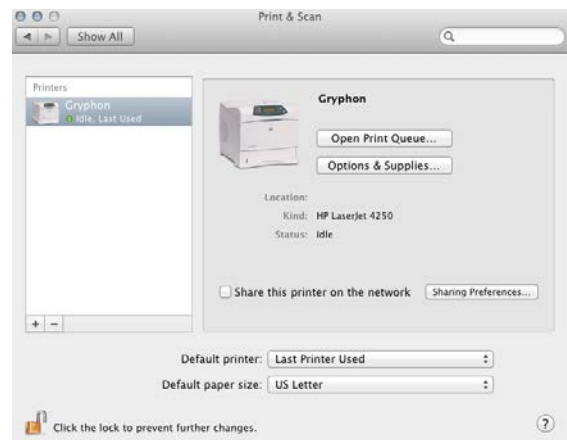
5. The first field is "Address". The table below shows what to enter in the Address field based on which printer you wish to set up.

10.39.8.111	Gryphon 1
10.39.8.112	Gryphon 2
10.39.8.113	Gryphon 3

6. The second field is "Protocol". Select "HP Jetdirect – Socket"
7. Now you need to choose a name for the printer you are adding. The name you give the printer should match the name next to the IP address you entered from the table in step 5 above.

8. Click on the Add button.

9. If the printer was set up correctly your screen should look similar to the screen shot below:



10. You are now ready to print. You may print a test page if you would like.

Important Note: Make sure that you select this printer when you are connected to the Law School network and try to print. When you are elsewhere and try to print, you will need to select the printer you have set up for that location.