Setting Up Printing in Windows

Open the Control Panel in Windows, select Programs, then select "Turn Windows features on or off" under Programs and Features.
Enable the LPR Port Monitor and click "OK"

Close the Control Panel and then select "Start" and then “Devices and Printer” or just "Printers".
Select "Add a printer" then below the “Choose a device or printer ...” window click on “The printer that I want isn’t listed”.

On the next screen select “Add a local printer or network printer with manual settings”.

Then select "Create a new port" and select "LPR port" for the type.

Enter oak.uc.edu for the address and law.upstairs.q for the name of print queue.
Select a printer driver. HP Laserjet 9050 PCL 6 (preferred), HP Laserjet 8150, HP Laserjet 5, or HP Laserjet should all work. Clicking "Windows Update" will update the database of printer drivers if you don't see one those specified above.

Enter a printer name. For this printer we'll call it "Upstairs Lab".

Repeat the process of adding a printer for law.downstairs.q (name it "Downstairs Lab") and law.sba.q (name it "SBA").

Check the printer properties to ensure that duplex is enabled.