

# iPrint for Network Printing

Using iPrint to Access Network Printers

## Overview

iPrint is an application that allows most college-owned computers (both PC and Mac) to easily connect to network printers at Ithaca College using a Web interface. The advantages of using iPrint include ease of printer installation and the ability for printer updates to be automatically delivered over the network. This guide details, step-by-step, how to install the iPrint client software (if necessary) as well as add network printers and enable printer options. **Note:** Only network printers should be installed using these directions; local printers and printers installed by Adobe products (i.e. "Acrobat Distiller" and "Adobe PDF") **should not** be installed, edited or removed.

## Step 1 - Installing iPrint

**Note:** If your computer already has iPrint and you just want to connect to a new network printer, skip to Installing Printers, below. Otherwise, continue.

1. Save any work in progress and close all applications.
2. Open a Web browser (Internet Explorer for Windows XP, Safari for Macintosh OS X) and go to <http://print-server.ithaca.edu/ipp>. Bookmark this page for future use.
3. Click the **Install iPrint Client** link in the upper right corner of the page.
4. Follow the steps below based on the operating system being used.

## Windows XP

A window will appear with either a **Run** button or an **Open** button.

1. If there is a **Run** button click **Run**, and then click **Run** again when prompted or if there is an **Open** button, click **Open**.
2. A window will appear indicating that the files are being extracted. When the window closes, reboot the computer.
3. After rebooting, any network printers that were previously installed on the computer will automatically be converted to iPrint printers. If a **Hardware Installation** window appears with a message about "Windows Logo testing", click **Continue Anyway**. When conversion is complete, the iPrint Installation window will close. It may now be necessary to re-enable printer options; see the **Additional Printer Options** section, below.
4. To install a new network printer go to the **Installing Printers** sections, below.

## Macintosh OS X

1. The **Downloads** window will open and then a message will appear asking if you are sure you want to continue downloading. Click **Continue**.
2. The download will finish and an **iPrint Installation** window will appear behind the Downloads window. Click the installation window to make it the active window.
3. Click **Continue**, and then click **Continue** again on the next screen.
4. Click **Install**.
5. An **Authenticate** window will appear. Enter "**ithaca**" as the password and click **OK**.
6. A window will appear indicating successful installation. Click **Close**.
7. Close all windows. Quit Safari and delete the **iPrint.pkg** file from the Desktop.
8. Go to the **Installing Printers** section below to add or re-install the appropriate network printers.

## Quick Guide

## Step 2 - Installing Printers

iPrint makes it easy to connect to most network printers around campus. However, all printers may not be available to all users. Check with the office that owns the printer to find out if there are any restrictions on its use.

To install a printer, follow these steps:

### Windows XP

1. Open Internet Explorer and go to <http://print-server.ithaca.edu/ipp>.
2. Locate the printer to be installed. The names of printers on the iPrint page match the names printed on the asset tags of college network printers.
3. Click the name of the printer to install it. A dialog box will open; if the printer is to be the default printer, check the **Set printer as default** checkbox before clicking **Yes**.
4. A dialog box will appear with a status bar indicating the progress of installation.
5. When prompted, click **OK**.
6. Repeat from item 2 for every printer to be installed.
7. To enable optional printer features go to the **Additional Printer Options** section, below.

### Macintosh OS X

1. To check for and remove existing **network printers** follow these steps
  - Go to **Go → Utilities → Printer Setup Utility**. A list of installed printers will open in a new window. (If a message appears indicating that no printers are installed click **Cancel**, quit Printer Setup Utility and skip to item 3).
  - Write down the names of all installed printers (i.e. ACCSPR8).
  - Remove all network printers by selecting them and clicking the **Delete** button. **DO NOT** remove local printers or virtual printers (such as Adobe PDF).
2. Quit Printer Setup Utility.
3. Open Safari and go to <http://print-server.ithaca.edu/ipp>
4. Locate the printer to be installed. The names of printers on the iPrint page match the names printed on the asset tags of college network printers.
5. Click the name of the printer and then click **OK** to the installation prompt.
6. Click **OK** when the installation is confirmed.
7. Repeat from item 4 for every printer to be installed.
8. To enable optional printer features go to the **Additional Printer Options** section, below.

## Step 3 - Additional Printer Options

If the printer installed has special capabilities, such as duplex printing or additional paper trays, these options must be enabled manually for each network printer. To enable these functions, follow these steps:

## Windows XP

1. Go to **Start → Printers and Faxes**.
2. Right-click on the printer icon in the Printers and Faxes window and go to **Properties**.
3. In the Properties window, either a **Device Settings** tab or a **Configure** tab will be available. Click the available tab and follow the appropriate steps below.

### Device Settings Tab

- Under the **Device Settings** tab, scroll down to the section **Installable Options**.
- Click on the underlined text next to an option to access the pull-down menu for it.
- Use the pull-down menu to install or enable the selected option.
- Click **OK** when finished to close the **Properties** window.

### Configure Tab

- Use the check boxes to enable special paper handling options if available.
- Use the pull-down menus to enable extra paper trays.
- Click **OK** when finished to close the Properties window.

## Macintosh OS X

1. Go to the **Apple Menu → System Preferences... → Print & Fax**.
2. In the **Printing** section, select a printer from the list and click the **Printer Setup...** button.
3. In the new window, select **Installable Options** from the pull-down list.
4. Set the options by selecting from the choices in the pull-down menus and then click **Apply Changes**.
5. Close the Printer Setup window and repeat from item 2 for every printer that needs options installed.
6. Exit out of **Printer Setup Utility**.

## For More Information

For more information on iPrint, go to the ITS Support Site at <https://www.ithaca.edu/computing/support/>. For additional help, contact the ITS Helpdesk at [helpdesk@ithaca.edu](mailto:helpdesk@ithaca.edu) or 4-3282.