

# ITD Fact File:

## Installing non-MFD printers

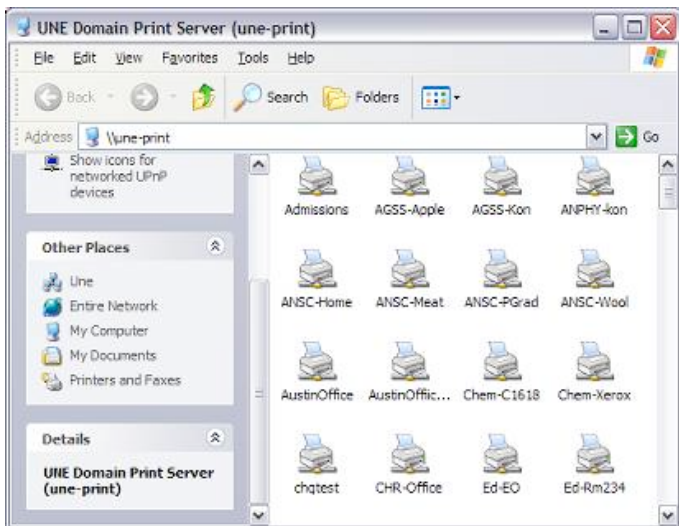
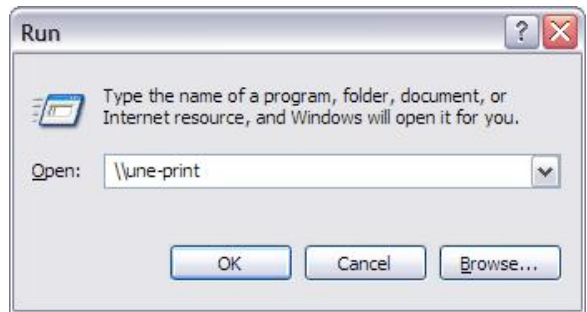


Information Technology Directorate – IT Service Desk

### Windows:

Go to START - RUN and type "une-print" and hit Enter.

(If you are asked for your username and password, enter "UNE\yourusername" – where yourusername is your UNE username) as the username and your UNE password as the password)



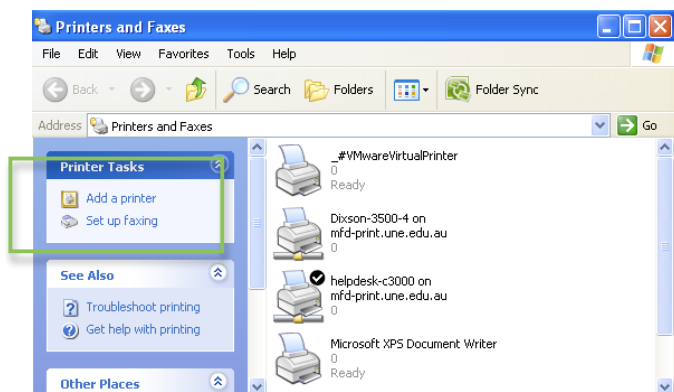
A list of printers will appear. Scroll to the printer you would like to install and double-click on it to start the installation. Once you see the printer window (which may take a few seconds), the printer has been added to your computer and is ready for use.

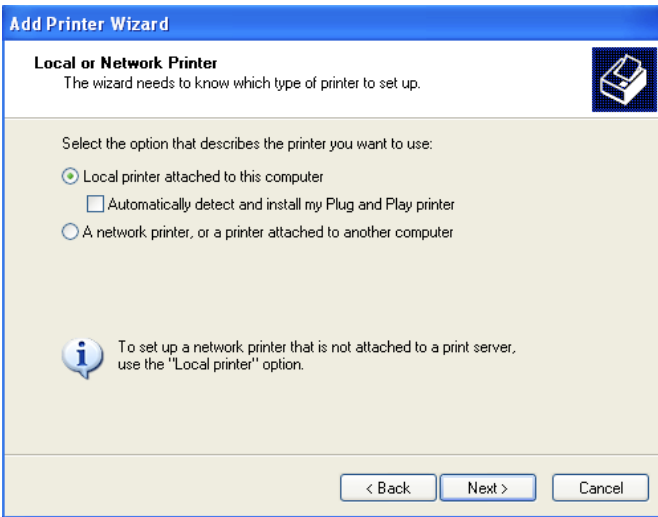
If your printer does not appear on the list, please follow the instructions below:

Note: To set up a printer on Windows that is not managed centrally on our une-print server, you will need to know the make, model and IP address of the printer you wish to connect to.

From the START menu, select "Printers and Faxes". Click on "Add a printer."

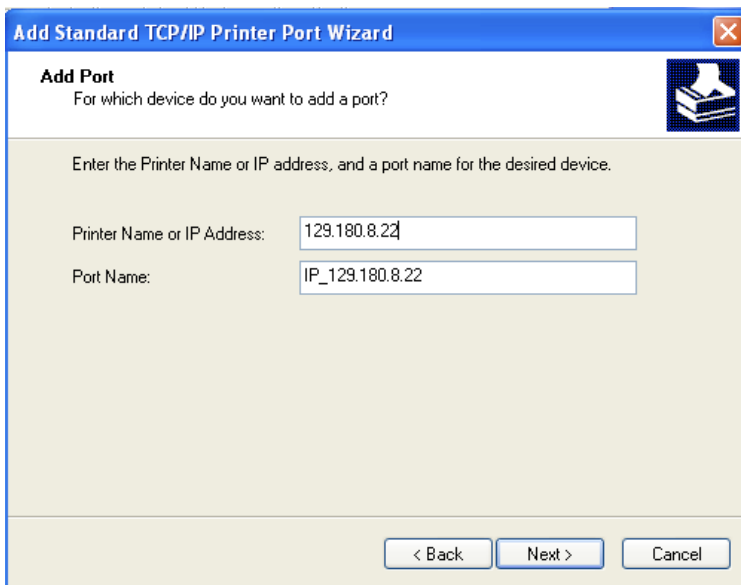
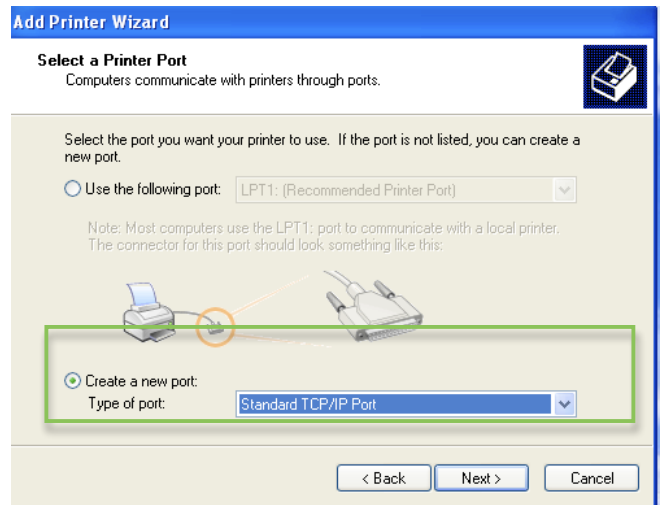
The "Welcome to the Add Printer" wizard appears. Click NEXT on the first screen.



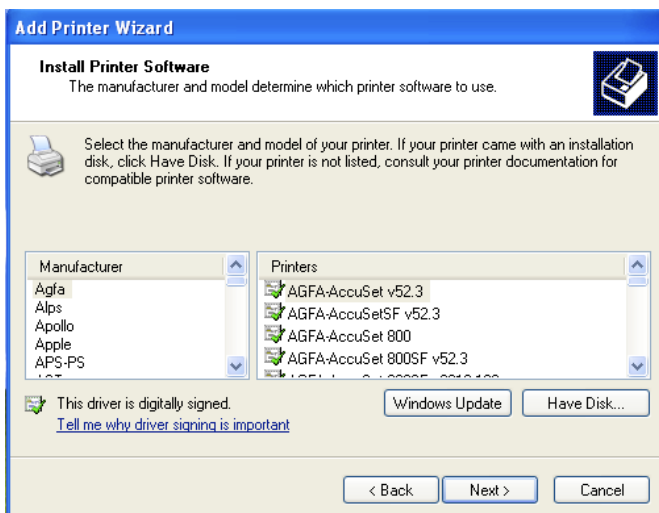


Select “Local printer attached to this computer”, UNTICK the “Automatically detect and install ...” setting and click NEXT .

Click “Create a new port” and select “Standard TCP/IP Port” and click NEXT.



A wizard to create a new port will appear. Click NEXT to start the wizard and enter the IP Address of the printer in the “Printer Name or IP Address” field. Click NEXT and then FINISH to complete the setup of the IP port.



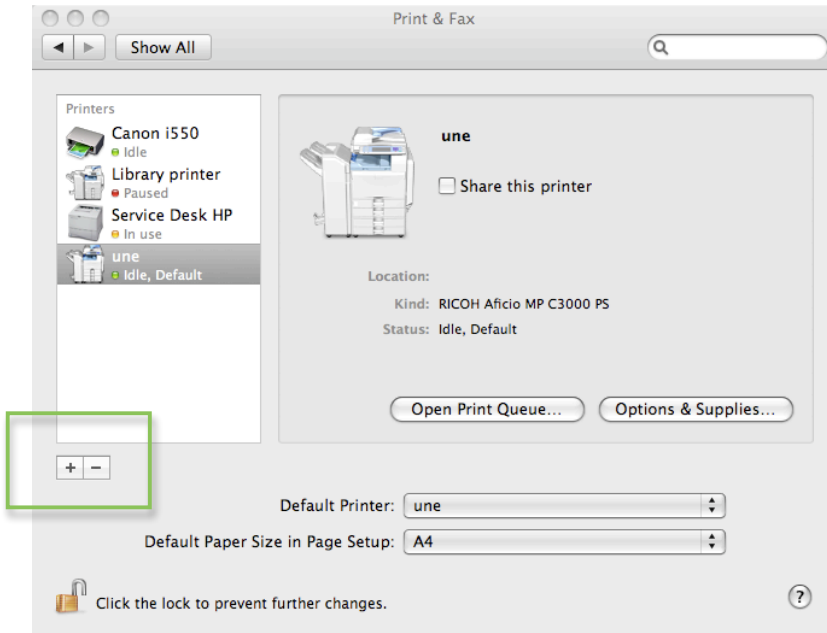
Select the relevant MAKE and MODEL of the printer on the next screen. Note: If the model is not listed, choose “Have Disk” and insert the driver disk of the printer to install the software).

Click NEXT on the following three screens, selecting the correct options for your setup. Click FINISH on the final screen to complete the setup.

## Macintosh – 10.5 and 10.6:

Note: To set up a printer on OSX, you will need to know the make, model and IP address of the printer you wish to connect to.

Click on the Apple Menu, select System Preferences and double-click on the "Print and Fax" preferences



Click on the small "+" icon in the printer list to add a printer.

- Select "Internet Printing Protocol – IPP" from the Protocol drop-down list.
- Enter the IP Address of the printer in the Address field.
- Select "Select a driver to use..." from the Print Using dropdown menu and select the driver for your model.

Click ADD to add the printer to your printer list.

