Network Printer Installation on Macs

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Setting Up iPrint for Mavericks (10.9), Yosemite (10.10), El Capitan (10.11) and Sierra (10.12)

First Time Install - complete section 1 through 3a. Proceed to 3b if printer does not install.

Adding Additional Printers – complete section 3a or 3b.

Note: It may be necessary to complete section 1 if the driver is not already on your computer/notebook.

Manual Install – complete section 3b if the printer does not install using the steps in section 3a (Most printers require manual installation but it never hurts to try the automated process first).
Section 1 – Install print drivers
1. HP - Download and install the HP Print Drivers from
   - or -
   KM – Download and install the driver for the model of Konica Minolta printer you need.

Section 2 - Install the iPrint client
1. Visit http://printers.servers.udayton.edu/ipp
2. Click Install iPrint Client.
3. Find the iprint.dmg file you just downloaded (usually in your downloads folder).
4. Double click to open it. You should see iPrint.pkg.
5. Start the installer by double-clicking on iPrint.pkg.
6. Follow the on screen instructions

7. Enter your local computer password when prompted. If your account only has user rights you will have to authenticate as an administrator of your computer.

The iPrint software will now install on your computer.
Section 3a – Selecting and Installing a Printer

Students are able to install printers that are located in rooms they attend classes in and faculty/staff are able to install department owned printers as well as printers in rooms where you teach.

1. Make sure, after installing the iPrint client that you have restarted your web browser. Go to iprint.udayton.edu/ipp and from the list select the printer you need to install (in this example we will be using **HP_LJ5200DTN_CPC238R**. The printers are described as follows: MFG_TYPE/MODEL_BLDGROOM.

![HP_LJ5200DTN_CPC238R](image)

2. To find your printer scroll through the list or use the CMD (Apple Command Key)-F keys. In the search box enter the printer that you need (try searching on room number).

![HP_LJ5200DTN_CPC238R](image)

3. Once you have found your printer click the printer name link. A dialog box appears asking if you want to install the printer. This box may be hiding behind the iprint web browser page. Minimize the web browser if you do not see the pop up window.

4. If you receive an error message you may need to follow section 3b to install the printer or you may not have rights to the printer. Failure to install the printer drivers in section 1 may result in an error.
Section 3b part 1 – Selecting a Printer to Install

Students are able to install printers that are located in rooms they attend classes in and faculty/staff are able to install department owned printers as well as printers in rooms where you teach.

1. Make sure, after installing the iPrint client that you have restarted your web browser. Go to iprint.udayton.edu/ipp and from the list select the printer you need to install (in this example we will be using HP_LJ5200DTN_CPC238R. The printers are described as follows: MFG_TYPE/MODEL_BLDGROOM.

2. To find your printer use the CMD (Apple Command Key)-F keys. In the search box enter the printer that you need (try searching on room number).

3. Once you have found your printer do not click on the link. Go to the end of the line (for the selected printer and click on the informational icon.

4. Click on the information icon to bring up details about the printer.

5. You now have to copy the Printer URL. You can do this by capturing the string that follows ipp:

   iprint.udayton.edu/ipp/HP_LJ5200DTN_CPC238R

   Hold down the ‘Control’ key and drag the pointer starting after the ipp:// until you have reached the end of the string. At the end of the string just click with your mouse (make sure that you are still holding the ‘Control’ key down). Do not copy ipp://. Copy only what is after that. See below.

6. You have now copied the Printer URL into the clipboard.
Section 3b part 2 - Installing a Printer using System Preferences

1. In **System Preferences**, open **Printers & Scanners**. Get to System Preferences from the Apple Menu in the top left of the screen.

2. In this example no printers are available. We are going to create one. To add a printer click on the ‘+’ sign and the following dialog box will appear. If you already have an Advanced icon in the toolbar skip to step 6.

3. Now point your mouse (in some free space) on the Toolbar and hold down the ‘Control’ select ‘Customize Toolbar…’.
4. The following will open up.

5. Now follow the instructions at the top and drag the ‘Advanced’ option to your ‘Toolbar’ and click the ‘Done’ button.

6. Now click on the ‘Advanced’ icon, in the Toolbar’ and the following dialog box will appear.
7. By default the ‘Type’ of printer will be ‘Bluetooth’. You now should select the down arrow as shown below.

Make sure you select **Internet Printing Protocol (iprint)**. Your screen will now look like this.

8. In the URL box paste the URL you copied from section 2 (see below). If nothing copies then go back and repeat pages 7-8.
9. You can now fill in the Name & Location fields. Below is the example for this printer.

![Image of Name & Location fields]

10. Now we are going to install the print driver. In the ‘Print Using:' option select the down arrow and select ‘Select a driver to use…’ or select ‘Choose a driver…’ from the menu.

11. A list of print drivers will appear. Scroll down the list until you reach the printer you need.
   Note: The screen shot below does not show the driver that would actually work with the printer used in the other screen shots. After selecting the driver click OK.

![Image of print drivers list]

12. Click the Add button.

![Image of Add button]
13. You will see the following screen. You now need to select the ‘Installable Options’. If you have a Fit to Page option please change it to one that will scale to fit page. If you do not know the options especially for Konica Minolta please contact UDiT. Jobs likely will not print if the options are not configured.

14. Your printer is now installed.