

## iPrint Install and Use – PC Version

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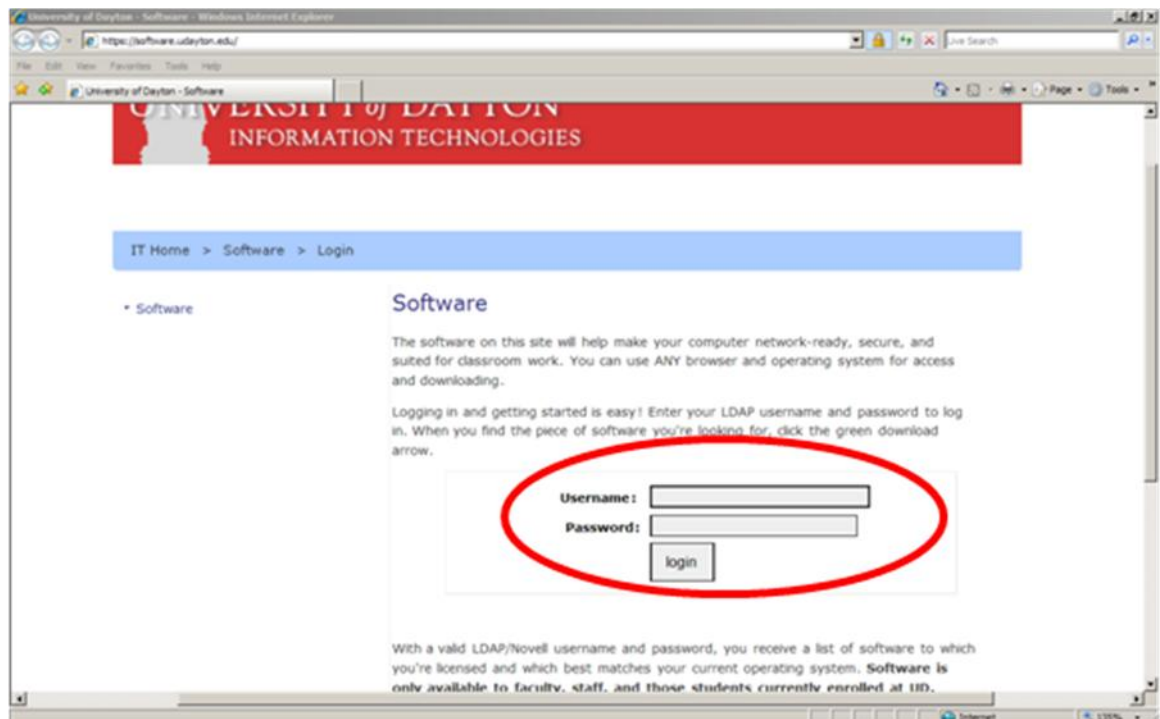
### Background

The following instructions are for PC's running University of Dayton supported software and updates. The iPrint software will allow you to print from you notebook to available UD Campus printers using a wireless connection. If you experience difficulties installing the iPrint client or any iPrint printers, contact the Udit Helpdesk at **(937) 229-3888**.

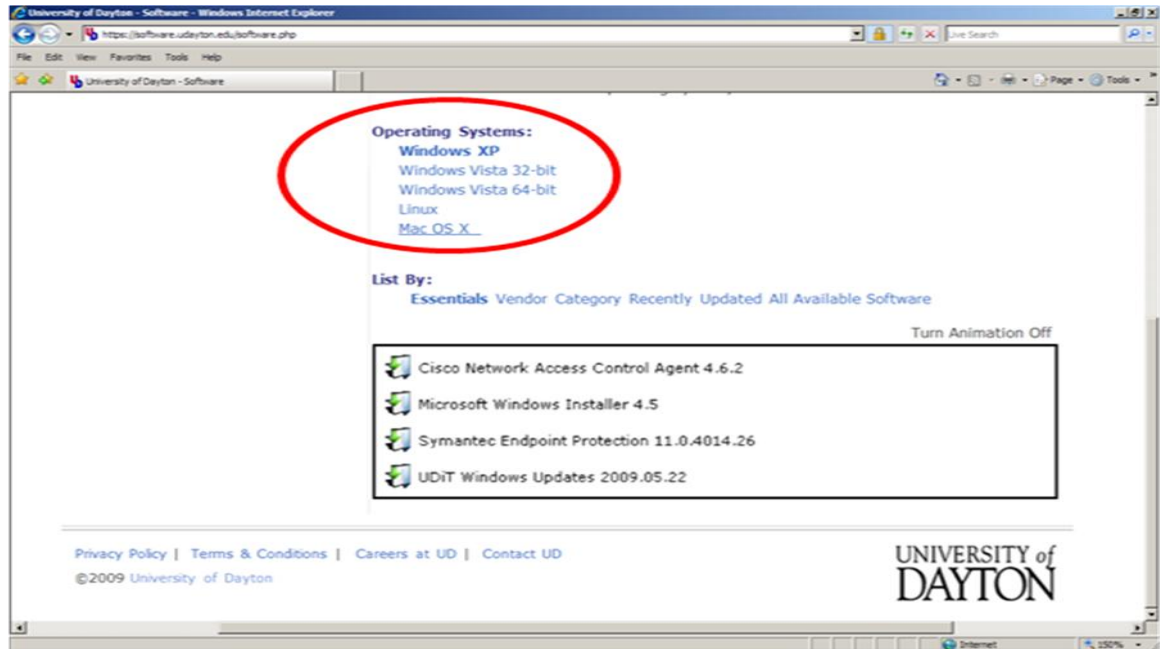
If you are using a campus phone, dial **9-3888**.

### Step-by-step for Installing iPrint Client

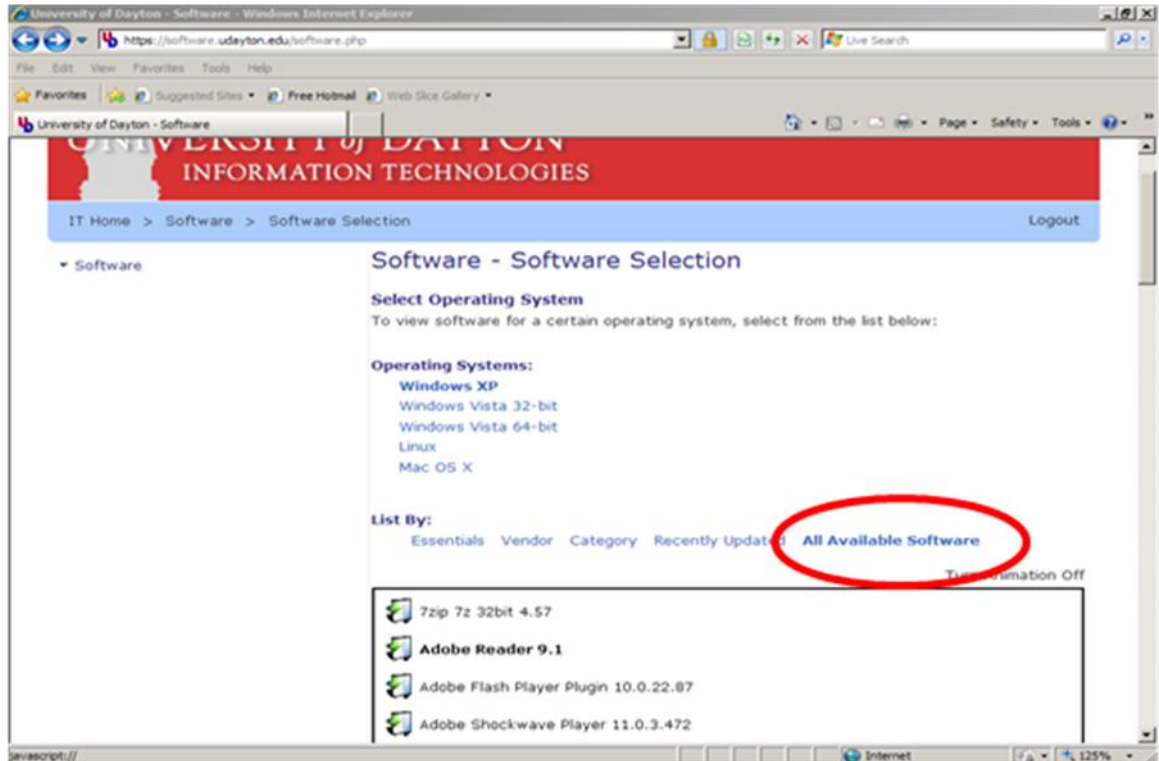
1. Open your web browser.
2. Go to the website: <http://software.udayton.edu>
3. Login in using your LDAP/Novell Username and Password.



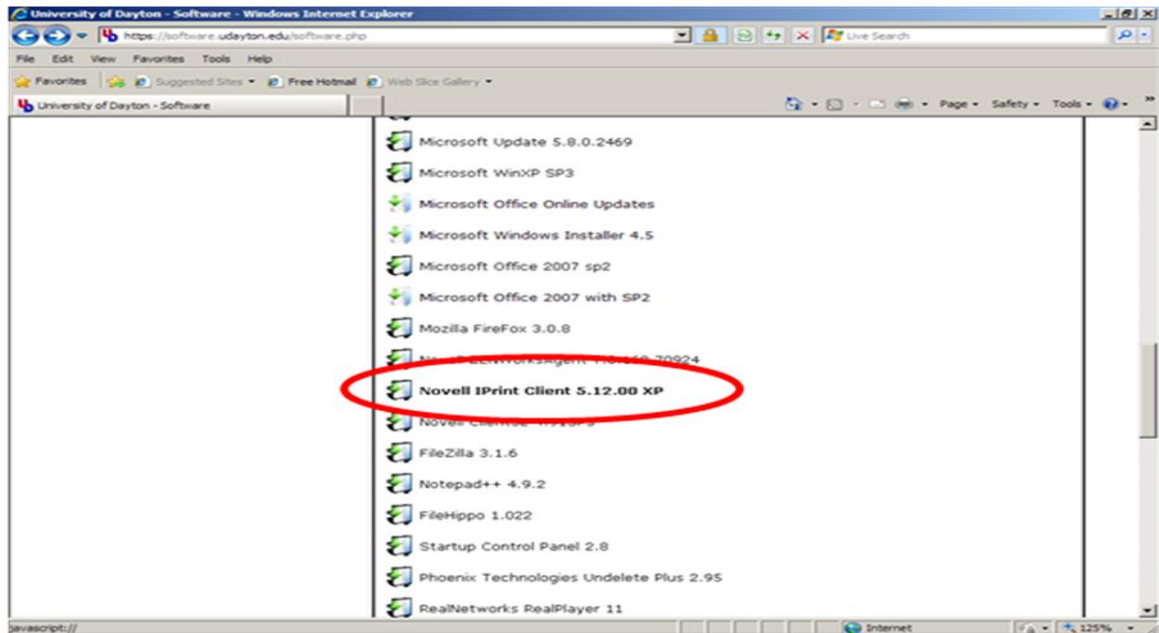
4. Select your operating system.



5. Click on the "All Available Software" heading.

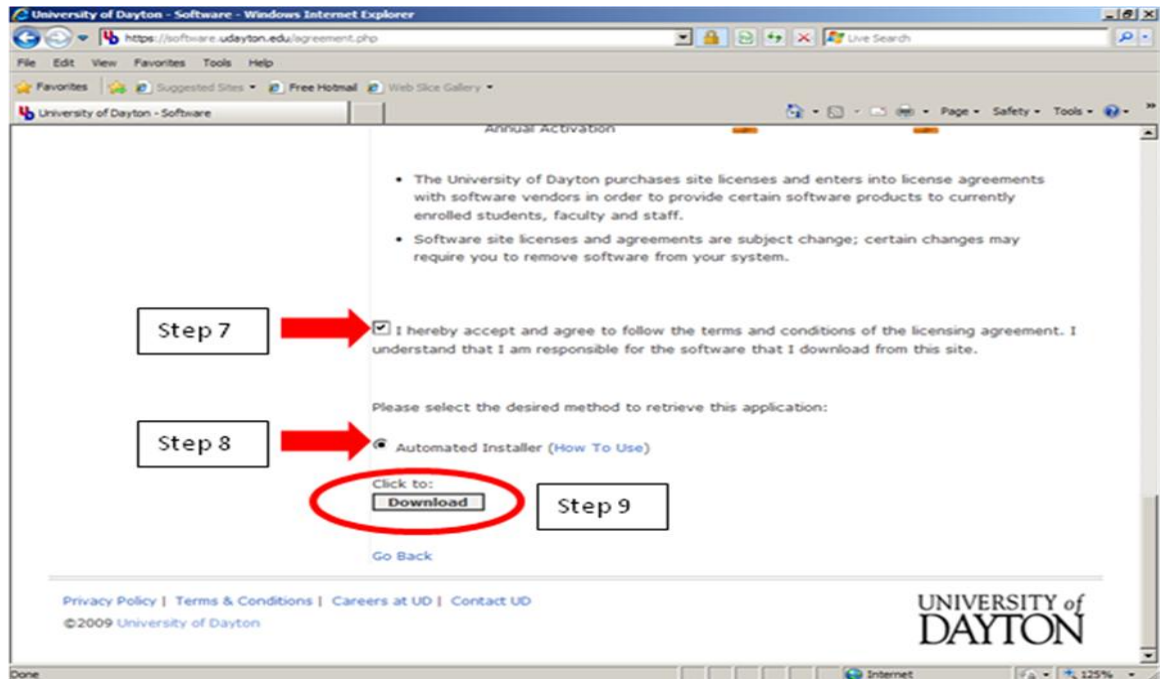


6. Select **Novel IPrint Client....**

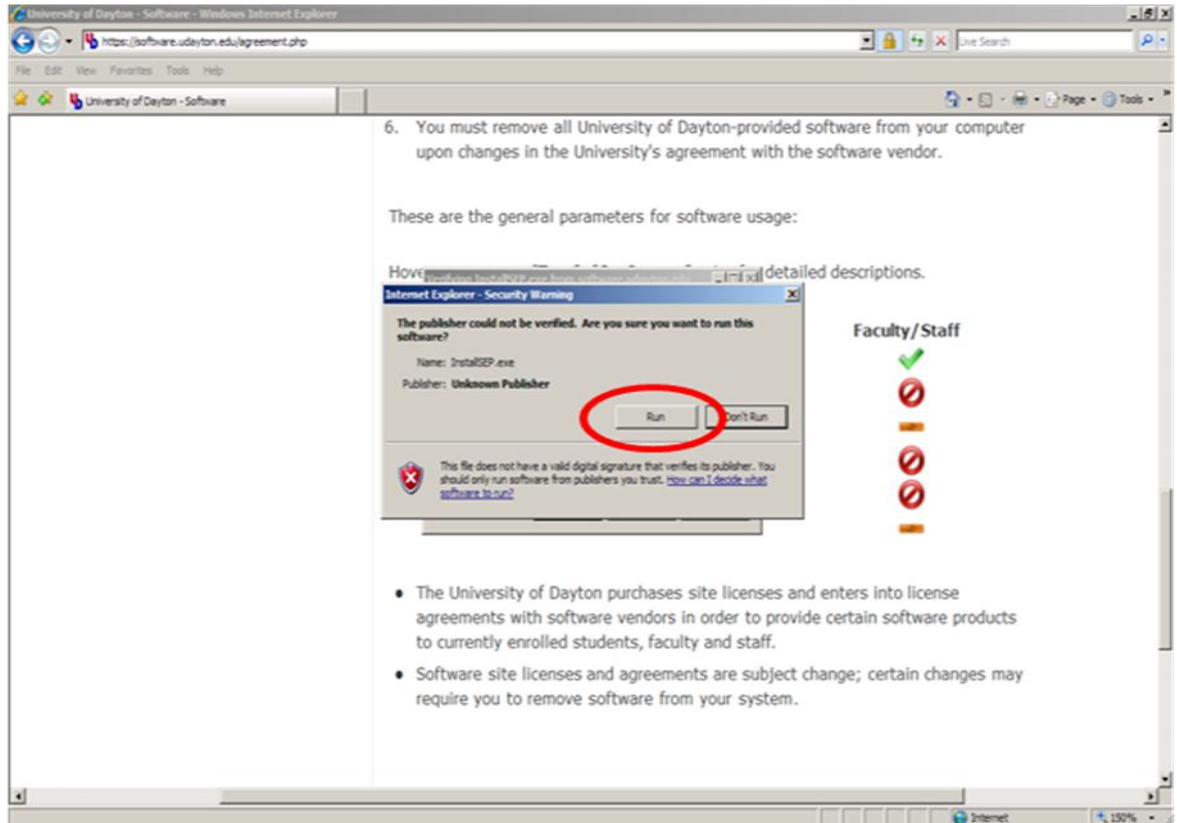


7. Read and accept Terms and Conditions.

8. Verify Automated Installer is selected.
9. Click Download.



10. Save software installer to Desktop.
11. Run software installer.
12. If prompted by a Security Warning, click Run.



13. Respond to messages until installation is complete.

14. Once installed, the iPrint client icon will appear in your notification area.



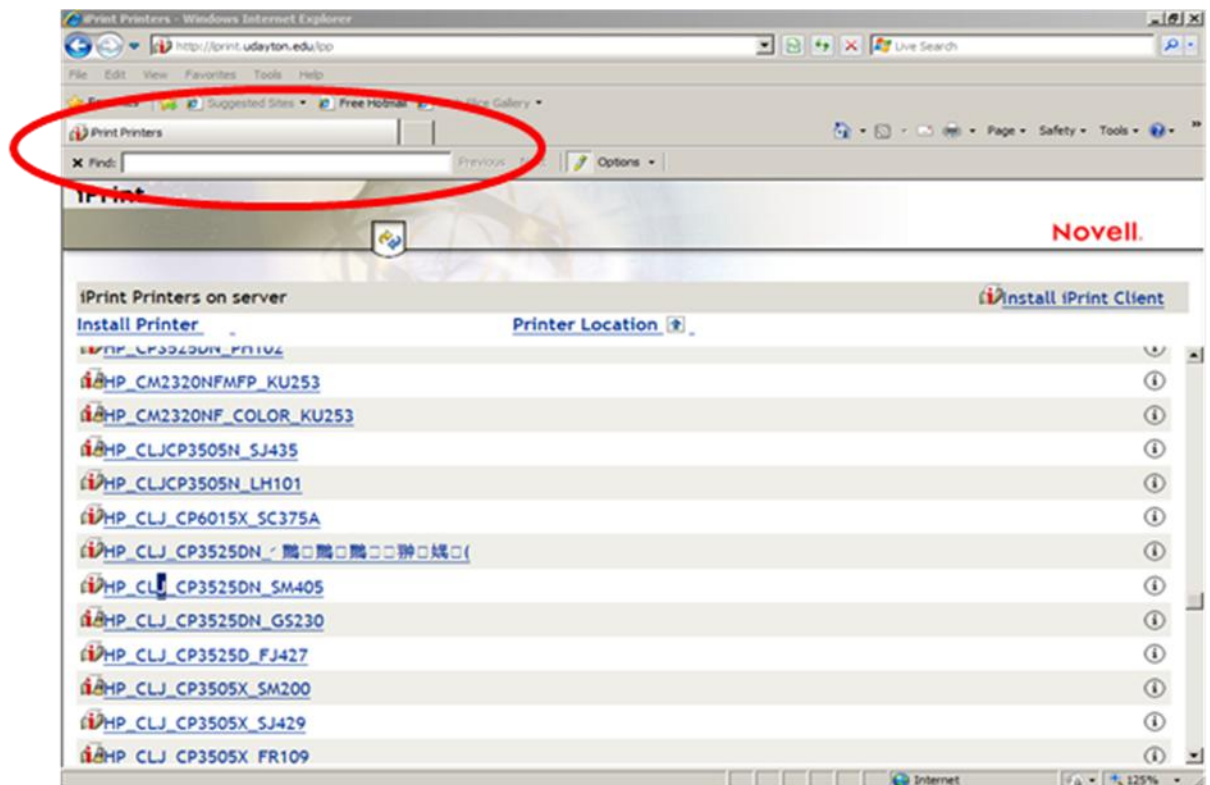
## Installing and Using a Printer

Users are able to install printers that are located in rooms they attend classes in and printers in the public access areas of Roesch Library.

1. Right click the iPrint icon in the notification area.
2. Click Find/Install printers.
3. Locate the printer you want to install.

TIP-Use Ctrl+F to launch the Find utility in your browser

Find the printer by building and room name (for example, SJ101)

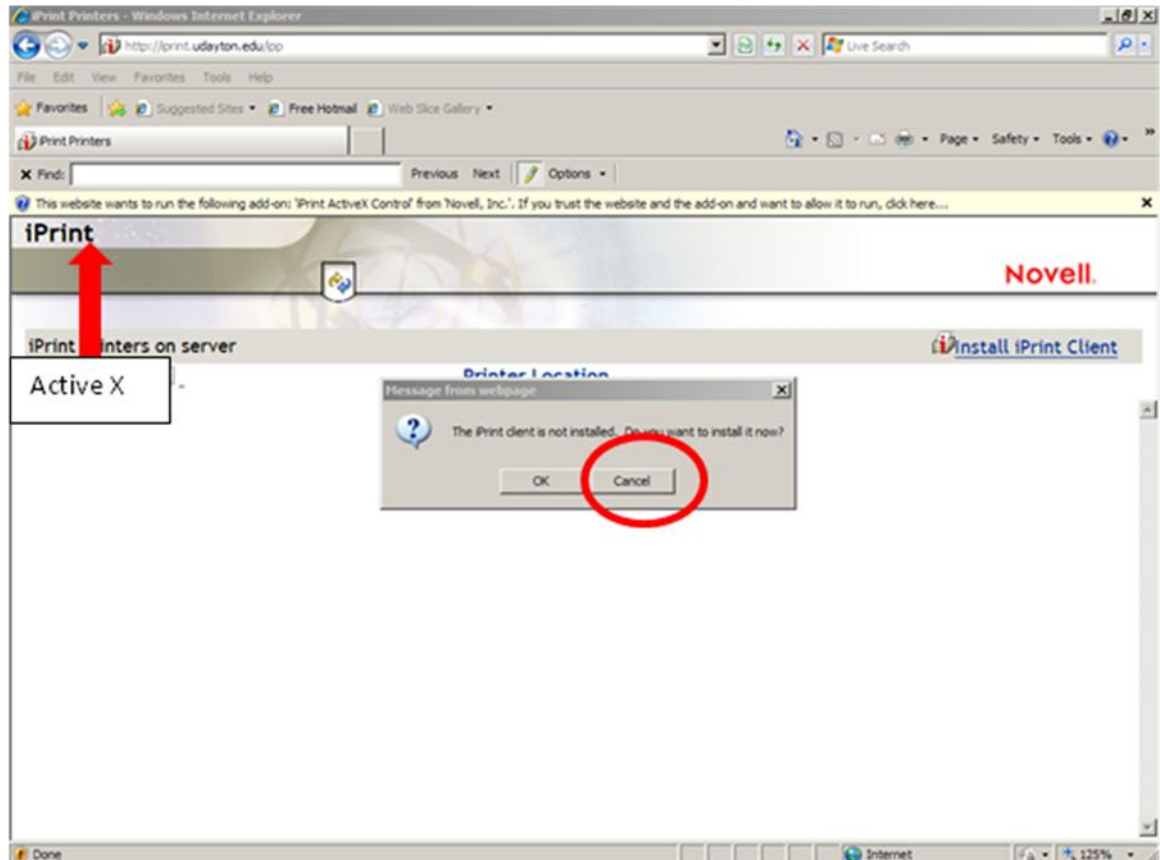


TIP-The printers are named as follows: MFGMODELNO\_BLDGRM

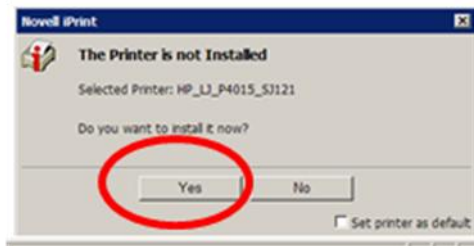
For example: HPLJ4250N\_SJ113

4. Click on the printer name link.

5. If you are prompted to install an **Active X Control**, click on the **Cancel** button and go to the top of the iPrint Printers window. Choose **Install Active X**.

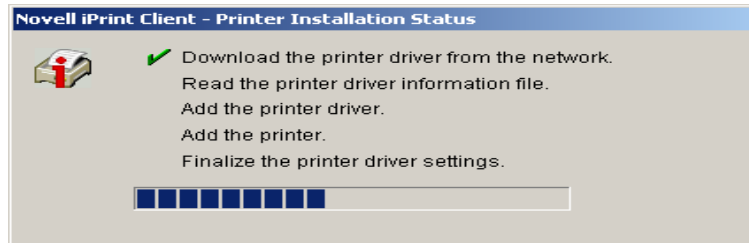


6. Click on the printer name again.
7. Click "Yes"



8. The installation proceeds.



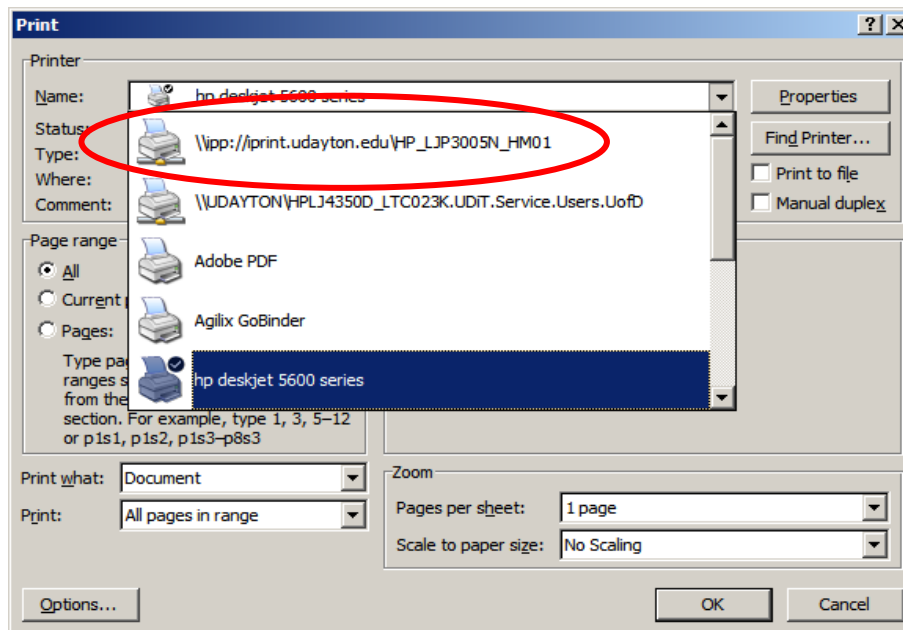


9. Click "Ok"



10. To print from an application select the print option (within the application) and a Print dialog box will appear. Notice that the newly installed printer (using iPrint) is named as follows:

**\\ipp://iprint.udayton.edu\HP\_LJP3005NN\_HM01**



TIP- If you have any questions regarding iPrint, or need assistance in installing the client or a printer, contact the Udit **HELP DESK** at **(937) 229-3888** or if you are using a campus phone you can dial **93888**.