How to print on campus
9/6/14

There are currently three methods for printing to the new copiers:

Method 1: Connect via your web browser (Works most places, limited file formats, has to be done every time for every print job.)
Method 2: Run the windows add printer wizard (Only has to be done once for a given copier, supports all file formats, add the printer to your list of printers in all programs.)
Method 3: Connect directly with a USB cable (Very easy, no software or setup, will be working on Monday)

Note: At the moment, methods 1 and 2 do **NOT** work with the copiers in the training room, the cage, math department office, language department, and the middle school faculty machine.
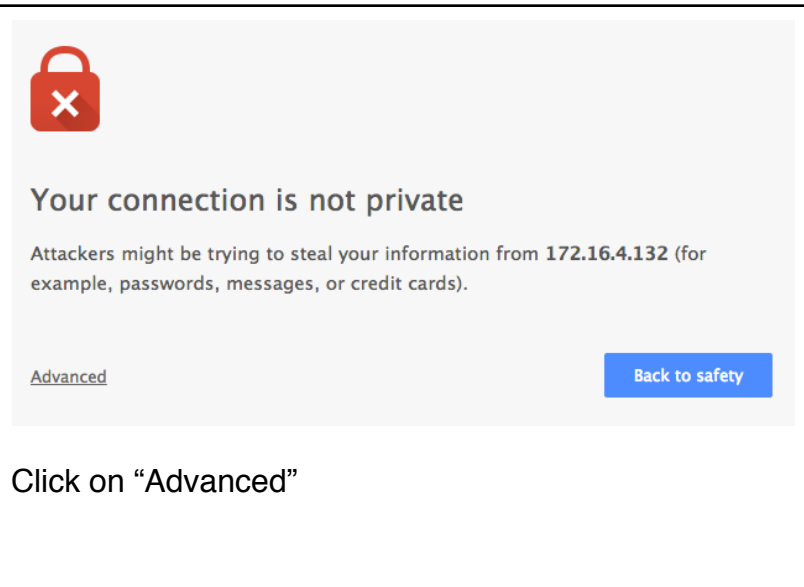
Method 1: Connect via your web browser
Limitations: Can only handle a few file types. DOCX and PDF will work. DOC will not.
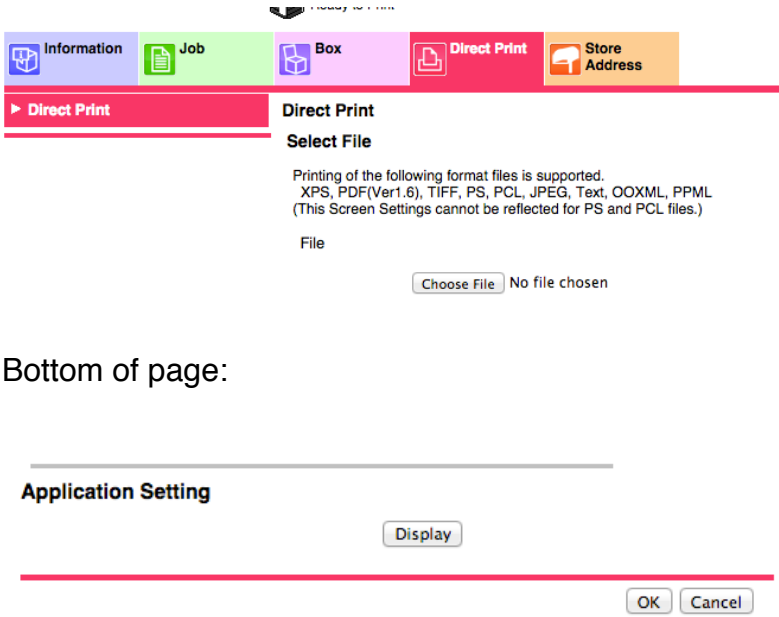**Note:** Make sure to save the most recent version of the file you want to print before you start these steps.

> **Step 1:** Find the web address for the copier you want to print from on the "Copier addresses" document. All of the web addresses are in the "Direct Print Access" column of the spreadsheet. Click on the address and it should open up a web browser window or tab.

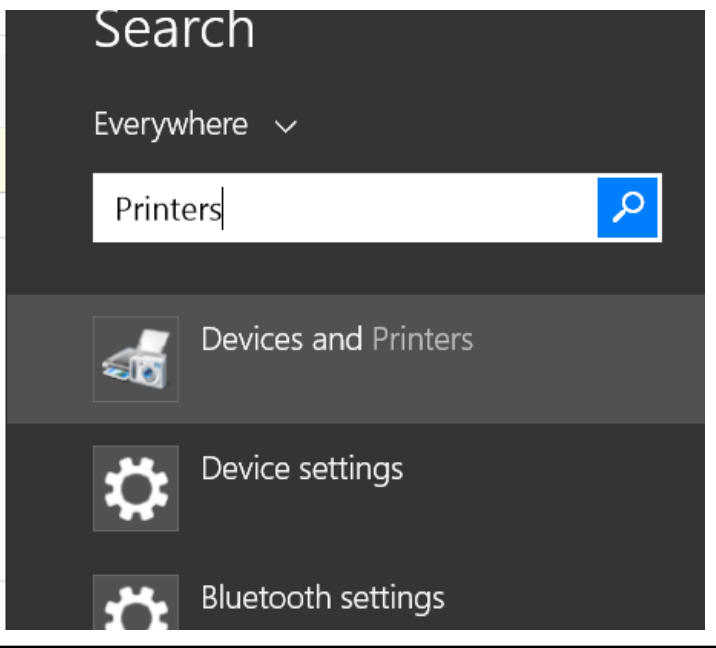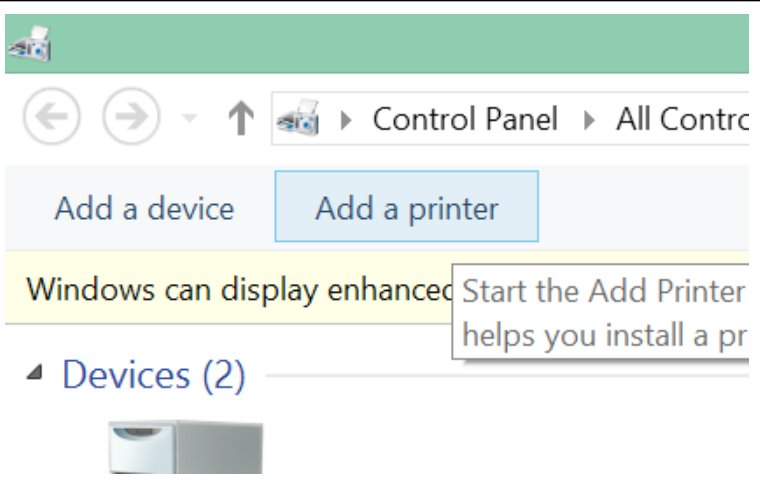|	
Step 2: The web interface for the copier should load in your web browser. Right before that happens, your web browser may tell you that you are loading an insecure page. Click whatever option you need to say okay, even if it says "unsafe". Don't worry, it is safe. That intermediary page may look something like the image below. What you'll see depends on which browser you use.	 **Your connection is not private** Attackers might be trying to steal your information from **172.16.4.132** (for example, passwords, messages, or credit cards). Advanced **Back to safety** Click on "Advanced"

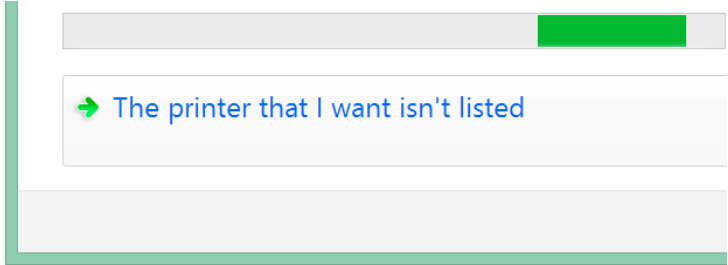|	
Step 3: Click on "Proceed to 172.16.4.132 (unsafe)" and you'll be brought to the page you are looking for:	**Your connection is not private** Attackers might be trying to steal your information from **172.16.4.132** (for example, passwords, messages, or credit cards). Hide advanced **Back to safety** You attempted to reach **172.16.4.132**, but the server presented a certificate issued by an entity that is not trusted by your computer's operating system. This may mean that the server has generated its own security credentials, which Chrome cannot rely on for identity information, or an attacker may be trying to intercept your communications. Proceed to 172.16.4.132 (unsafe)
Step 3: Click on "Choose File" to and you'll need to browse to the file you need to print. Select the file and then scroll down to the bottom of the page and click "OK":	 Bottom of page: **Application Setting** Display OK Cancel
Step 4: The file will now upload to the copier. Once the upload is complete, you should see:	File has been transferred.Please check on the Job screen. OK

The copier should now be printing your document.

Method 2: Run the windows add printer wizard
Notes: You only have to do this once for a given copier. Once it's setup, it'll stay in your normal list of printers. The steps outlined below are for Surfaces.

> **Step 1:** Find the IP address of the copier you want to connect from the "Copier addresses" document. The IP address will be part of the web address in the "Direct Print Access" column of the document. The IP address will look like this: 172.16.4.132 (That's the IP address for the copier on the first floor of the Schoolhouse.)

Step 2: Swipe in from the right of you your screen to see the charms bar. Tap search and search for "Printers". Tap on "Devices and Printers".	Search Everywhere ⌄ Printers Devices and Printers Device settings Bluetooth settings
Step 3: In the new window that opens, click on "Add a printer" in the upper left.	← → ↑ ▸ Control Panel ▸ All Contro Add a device Add a printer Windows can display enhanced Start the Add Printer helps you install a pr ▲ Devices (2)

Step 4: Your computer will now scan for printers, but you don't need to wait. Click on "The printer that I want isn't listed".	→ The printer that I want isn't listed
Step 5: One the next screen, select "Add a printer using TCP/IP..." and hit next.	● Add a printer using a TCP/IP address or hostname ○ Add a Bluetooth, wireless or network discoverable printer ○ Add a local printer or network printer with manual settings Next
Step 6: Enter in the IP address you found in Step 1 into the "Hostname or IP address field". (The port name field will automatically populate.)	Hostname or IP address: 172.16.4.132 Port name: 172.16.4.132_2 ☑ Query the printer and automatically select the driver to use
Step 7: If presented, select "Use the driver that is currently installed.	● Use the driver that is currently installed (recommended) ○ Replace the current driver
Step 8: Add some kind of delineator to the front of the printer name so you can recognize it easily.	Type a printer name Printer name: Schoolhouse - First Floor - KONICA MINOLTA PS Color Laser Class Driver This printer will be installed with the KONICA MINOLTA PS Color Laser Class Driver driver.

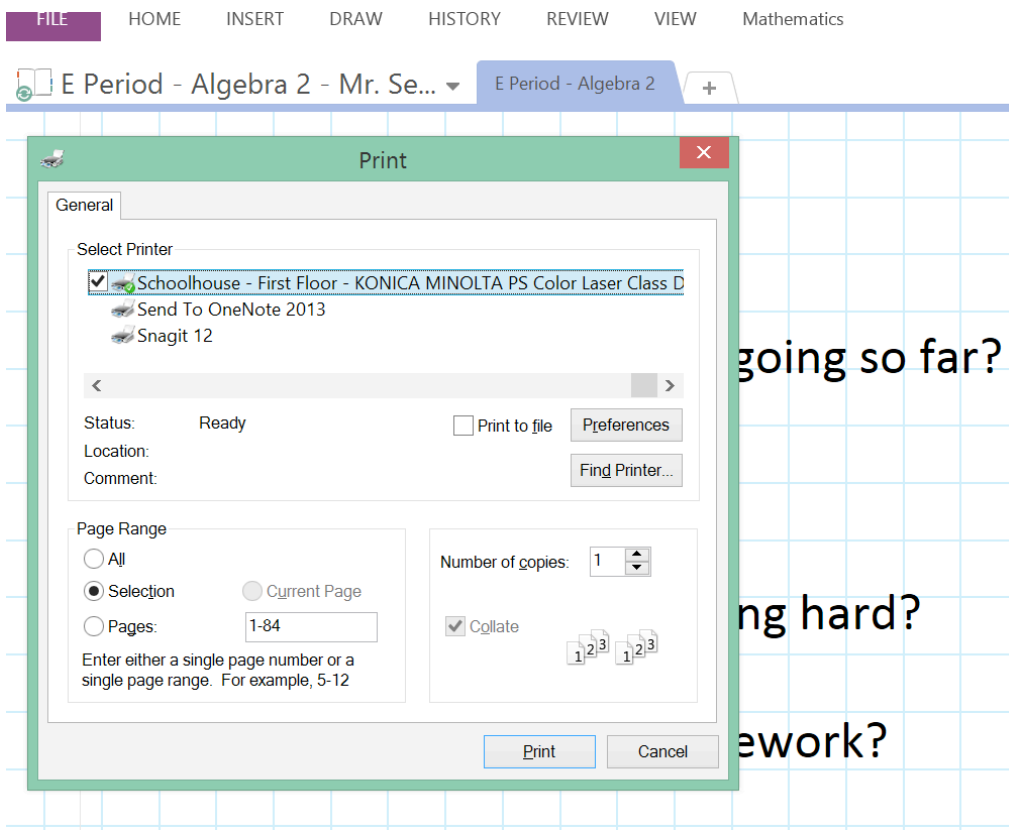| **Step 9:** Print a test page if you'd like.	You've successfully added Schoolhouse – First Floor – KONICA MINOLTA PS Color Laser Class Driver To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page. Print a test page Finish Cancel

You're done! The printer should now appear in your list of printers in any program that can print:

FILE   HOME   INSERT   DRAW   HISTORY   REVIEW   VIEW   Mathematics

E Period – Algebra 2 – Mr. Se... ▾   E Period – Algebra 2   +

Print   ✕

General

Select Printer

☑ Schoolhouse – First Floor – KONICA MINOLTA PS Color Laser Class D
Send To OneNote 2013
Snagit 12

Status: Ready   ☐ Print to file   Preferences
Location:
Comment: Find Printer...

Page Range
○ All
● Selection   ○ Current Page
○ Pages: 1-84
Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1

☑ Collate

going so far?

ng hard?

ework?

Print   Cancel

Method 3: Connect directly with a USB cable
Notes: The Tech department is currently pulling together the necessary USB printer cables. They should be installed by Monday morning.

> **Step 1:** Find the USB cable coming out of the (usually) right side of the copier. Connect it to your Surface.

> **Step 2:** A window may pop up on your Surface saying it's installing new hardware. Ignore that window and go into the program you want to print from.

> **Step 3:** Hit control-P or File-Print to open the regular print menu. Select the Konica printer and print away!