

Getting started guide for installing printers and printing at UNIS

There are several printers in the building, but you only need to connect to one or two printers in order to use all of them. The printers are grouped into Standard and Advanced printers since we have two types of printers that cannot share the same driver software. You will be able to get your print job out on any printer in the “group” you have printed to.

Installation instructions –

FOR UNIS STATIONARY COMPUTERS (For laptops – see further down)

If you log on to computers in any of the computer labs, the printers there are set up for you automatically, and you can skip to the [“Using the printers”](#) section later in this document.

By connecting to the [UNIS Standard Printer](#) “group” you can print to the following printers:

- Technology department
- Logistic department
- Computer Labs
- Library
- Reception
- Conference office

By connecting to the [UNIS Advanced Printer](#) “group” you can print to the following printers:

- Geology, Geophysics and Biology departments
- Mailroom

You can connect to any of the printer groups by selecting it from the below links:

[CONNECT TO STANDARD PRINTER](#)

[CONNECT TO ADVANCED PRINTER](#)

You may later set the printer as default printer by right-clicking the printer and select “Set as Default” under Start button->Settings->Printers&Faxes (in XP).

If the links for any reason shouldn't work, follow the procedure below (XP) if you are on a Unis computer:

1. Go to the Start button->Settings->Printers&Faxes
2. DoubleClick “Add Printer”
3. Click Next
4. Select “A network printer,.....” and click Next
5. Select “Find a printer in the directory” and click Next
6. Click on the “Find Now” button
7. Mark the printer called “UNIS_Standard_Printer” or “UNIS_Advanced_Printer”
8. Click OK
9. Select the YES for using this as the default printer
10. Click Next
11. Finish

The procedure is almost the same for Windows 7 computers that are member of the UNIS domain, and you should be able to figure out how to connect by use of the procedures above.

Installation instructions – FOR LAP TOPS

The procedure for **laptops**, we have found that the easiest way to connect is to open a **Windows Explorer window (not Internet Explorer)** and type in

\\srv12.unis.no\unis_standard_printer (just copy this and paste into the address field)

or

\\srv12.unis.no\unis_advanced_printer (just copy this and paste into the address field)

and provide your Unis network username and password when prompted. Your user name may be written as **unis\username**.

Installation instructions – for MAC

MAC users will need to download MAC drivers from www.canon.no if not already in the operating system. For the UNIS_Standard_Printer you need a UFR II or PCL driver for a Canon" iR 2570 EUR" printer (or iR 2026C).

For the UNIS_Advanced_Printer you need a UFR II or PCL driver for a Canon"iR 5045/5051" printer.

The windows queue share names are \\srv12.unis.no\unis_standard_printer and \\srv12.unis.no\unis_advanced_printer respectively.

Go to System Preferences and select Print & Fax. Click on + icon to add a printer and add a Windows printer. You may press the Alt/Option key while clicking on + icon to get the advanced features that includes SMB print options for Windows printers.

Hints can be found all over Google, i.e. here: <http://www.codedifferent.com/2008/06/28/how-to-connect-from-mac-os-x-leopard-to-a-shared-printer-via-a-windows-xp-printserver/>

Using the printers

A default print will be black & white and double sided. If you want something else or add finishing like stapling, you have to enter the printer preferences and change the settings. If you want color, you should set the color mode (in the Quality tab) to AUTO (not Color).

Your print jobs will not drain your printing budget until you visit a printer and print them out. If you decide to delete a print job, your budget will reflect this by not charging for it. After 10 hours, unprinted jobs will be deleted automatically. You can print many documents before you visit the printer and start the output.

Accessing the Printer:

If you have a personal access card / door key card you identify yourself by the printer with the card. Just hold it in front of the card reader. If you don't have a personal card (guest lecturers and other guests) you have to identify yourself with a personal PIN code.

Then you see a list of your print jobs. You also see your name and the status of your account (good for students paying for their prints and copies). You also see the price of each print job, and information about whether it is black & white or color.

If you want to access the display for making copies or scanning, Press the arrow button in the upper right corner of the display on the standard printers, or top row buttons on the advanced printers. This also works the other way for the standard printers, bringing you back to the printer queue. On the advanced printers, press the home key (icon of a house left off the display) and then the "Uniflow" icon on the display.

Master students, external PhDs and students pay for prints and copies.

Master students, external PhDs, guest lecturers and employees have access to all our printers.

Students only have access to the printers in the computer labs, the printer in the library and the printer at the second floor of the old building (students' offices). You will not be able to log in to any of the printers you are not granted access to.

If you have problems – please send an email to support@unis.no

Heinrich
IT manager
UNIS