Getting started guide for installing printers and printing at UNIS

To be able to Print/Copy or Scan at UNIS you have to have a UNIS computer account. All print and copying is logged on your account.

Students and external PhDs are charged for all printing and copying. They receive NOK 150,- / NOK 500,- when their user account is created. When this is used they have to pay in the UNIS reception. A warning email will be sent when there are NOK 25,- left on their account. You can also see on the printers display how much is left on the account.

There are several printers in the building, but you only need to connect to one in order to use all of them.

Installation instructions –
FOR UNIS STATIONARY COMPUTERS (For laptops and MAC – see further down)

If you log on to computers in any of the computer labs, the printer there is set up for you automatically, and you can skip to the "Using the printers" section later in this document.

To manually add the printer, follow the procedure below if you are on a Unis computer:

1. Go to the Start button->Devices and Printers
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-Print"
8. Click OK
9. Select the YES for using this as the default printer
10. Click Next
11. Finish

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

\\uniflow.unis.no\unis-print (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 or username@unis.no.**

Installation instructions – for MAC
Go to System Preferences and select Printers & Scanners.

Click on + icon and "Add printer or scanner".

If the "Advanced" icon is not visible in the top of the window:
Control-click on the toolbar at the top of the window and select "Customize Toolbar…"
Drag the "Advanced" icon to the toolbar and select "Done"

Click on the "Advanced" icon … and be patient … after a moment or two Select "Windows printer via spools" from the "Type" drop down-menu Ignore dropdown-menu "Device"

Insert the following in the "URL:" window:
smb://USERNAME:PASSWORD@uniflow.unis.no/unis-print
Fill out the other fields "Name" and "Location" as you prefer Select "Select Software" from the "Use:" drop down-menu Select **Canon iR-ADV C5045/5051** as the Printer Software

If "Canon iR-ADV C5045/5051" is missing from the list, you will have to download it …and start again. There is a link to a MAC printer driver on the IT-info website. Below the link to this document.

When printing the first time you will get prompted for your USERNAME and PASSWORD. Fill in your windows username and password (same as above) and enable the "Add this to your keychain" checkbox.

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 PRINTERS

ALT 1:
IF YOU HAVE A **PERSONAL** (with picture) ACCESS CARD / DOOR KEY CARD you identify yourself by the printer with the card. Just hold it in front of the card reader. The first time you have to activate the card with your username and password. Remember the format of the username is username@unis.no

A detailed instruction how this is done is showed further down in this document.

ALT 2:
IF YOU DON'T HAVE A PERSONAL ACCESS CARD with your own name on (typically a **guest lecturer or a short time visitor who lives at the UNIS Guesthouse**):

Just install the printer on your laptop as explained above, or use one of the stationary computers in one of our computer labs. Then, when you print the first document you will receive an email with a PIN code that you will use to identify yourself at the printers.

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 have problems – please send an email to support@unis.no
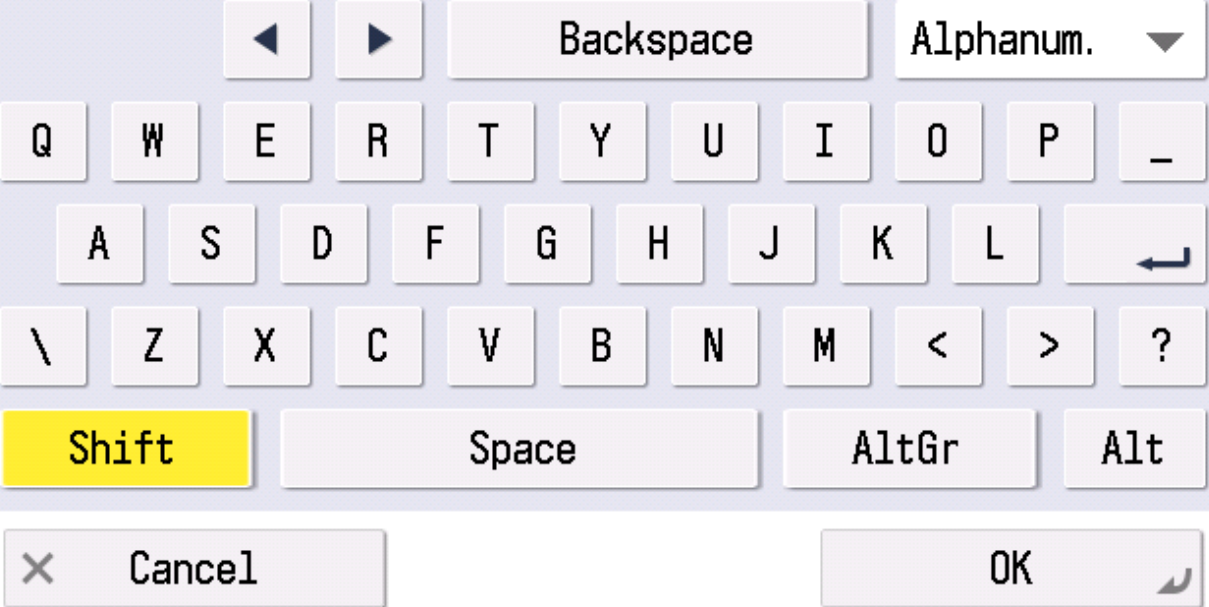
Activating CARD:

REGISTER CARD

Your ID Card is unknown.
Please log in with your user name and password
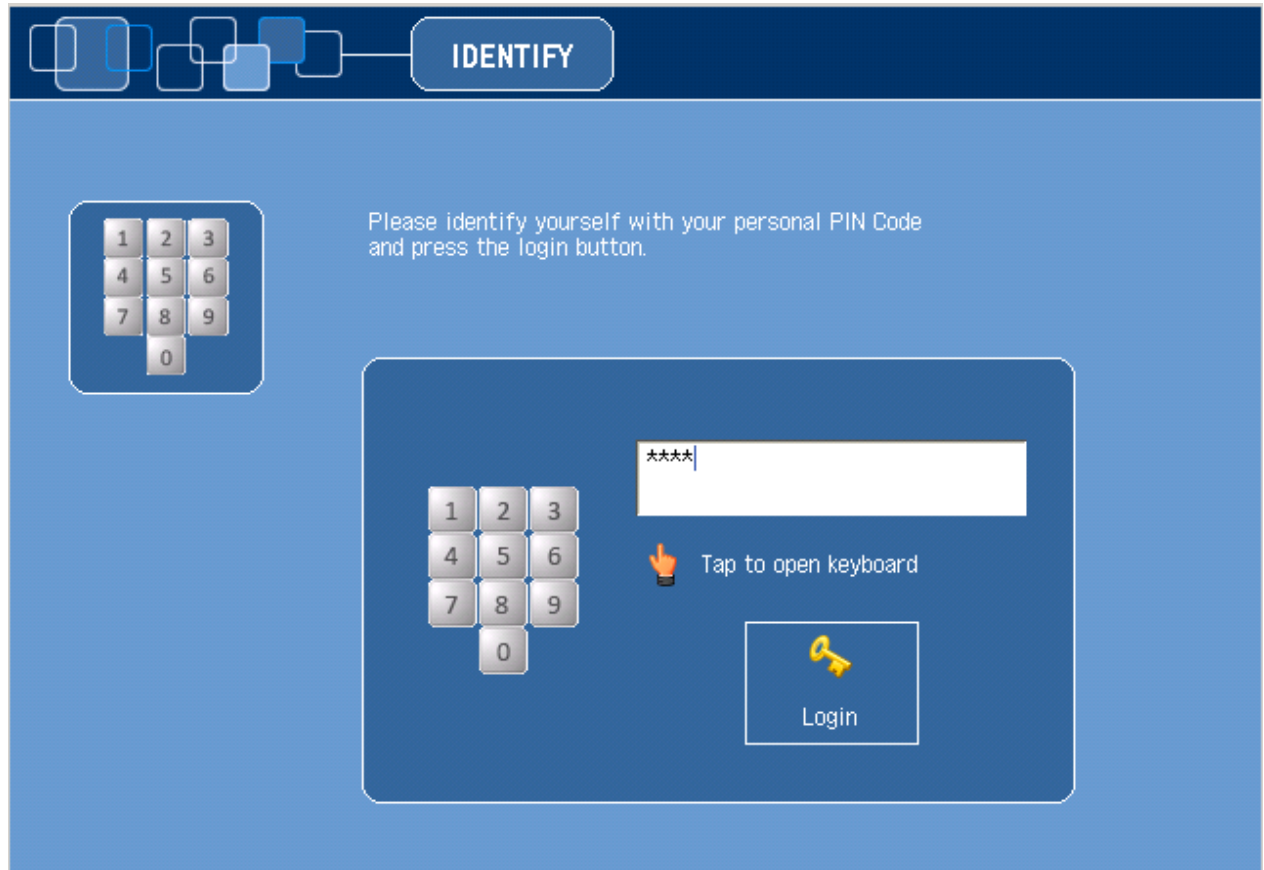to register your ID Card.
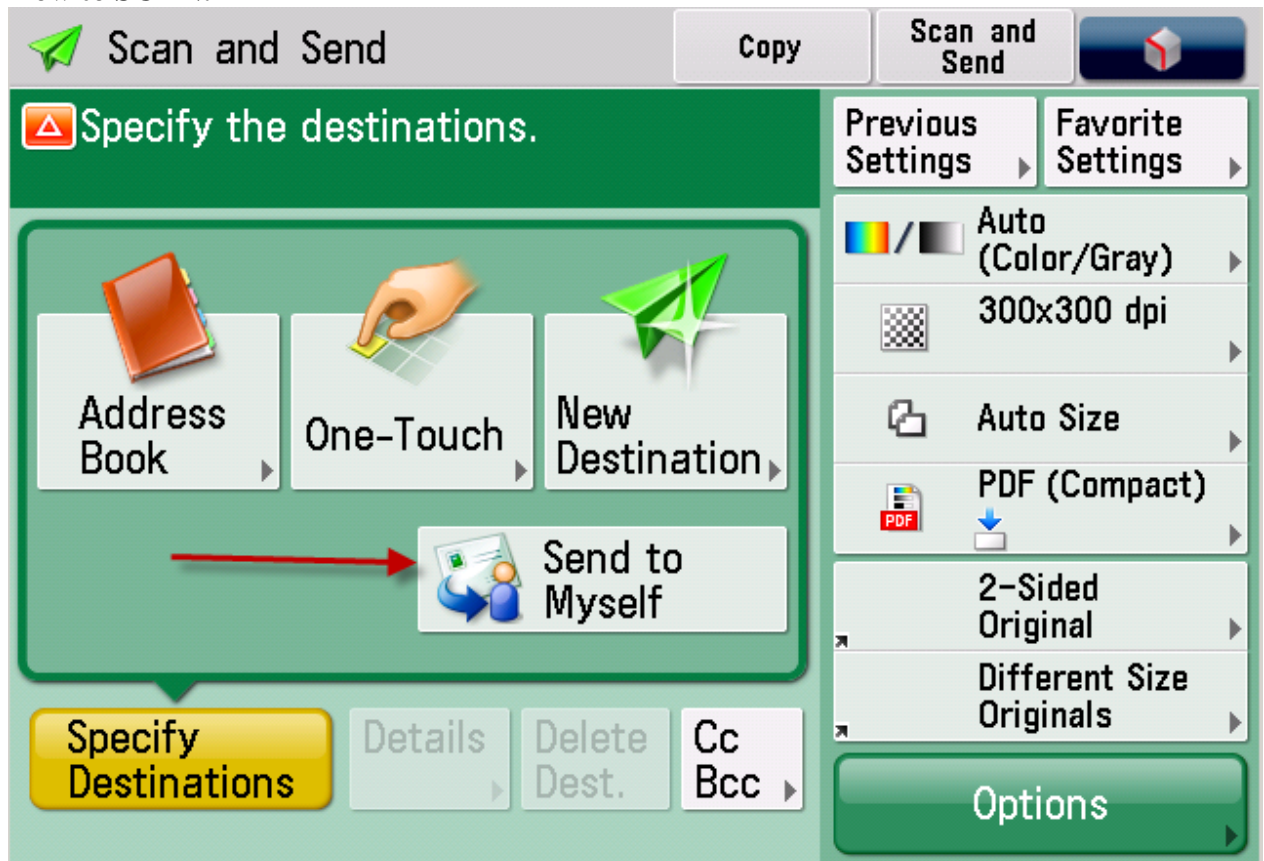
User Name: printest@unis.no

👆 Tap to open keyboard

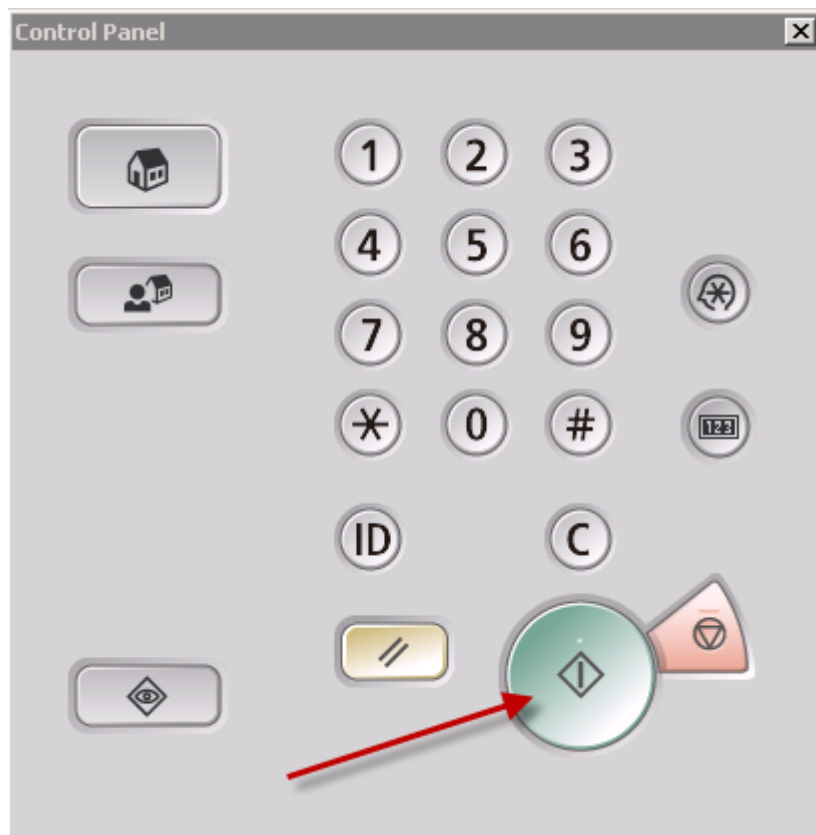Password: ********

👆 Tap to open keyboard

❌ Cancel

🔑 Login

****

◄ ► Backspace Alphanum. ▼

Q W E R T Y U I O P _

A S D F G H J K L ↵

\ Z X C V B N M < > ?

Shift Space AltGr Alt

✕ Cancel OK ↵

When your card is activated you can use the card, or the 4 digit number written on the card as a PIN code.

How to SCAN:

Scan and Send

Copy   Scan and Send

⊙ Ready to send.

Previous Settings   Favorite Settings

13/12 2013 10:03

Auto (Color/Gray)

Dest. No.   : 1

300x300 dpi

= 0XV50KWOW9HVQ-38ZNZ15UWT4

1 /1

Auto Size

PDF (Compact)

2-Sided Original

Different Size Originals

Specify Destinations   Details   Delete Dest.   Cc Bcc

Options

Control Panel