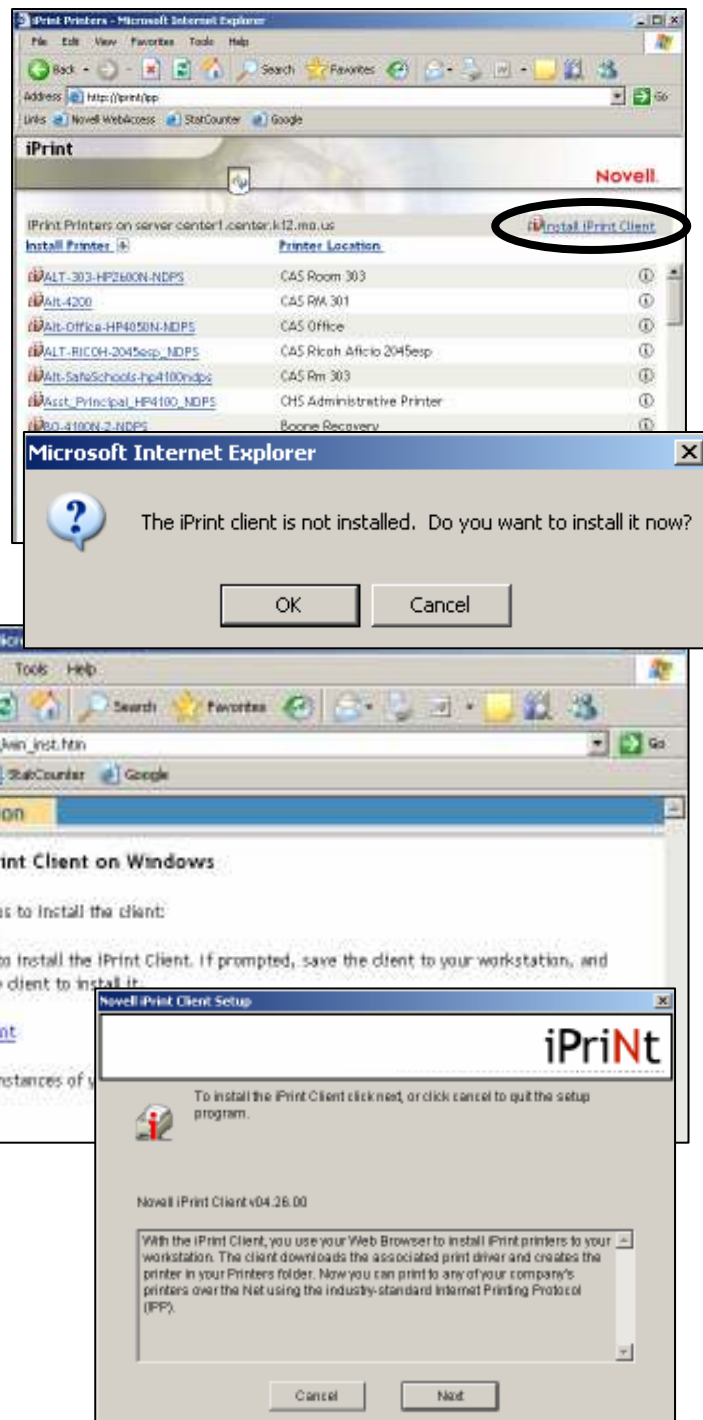


Installing a printer to your computer

Step 1 – Install the iPrint Client

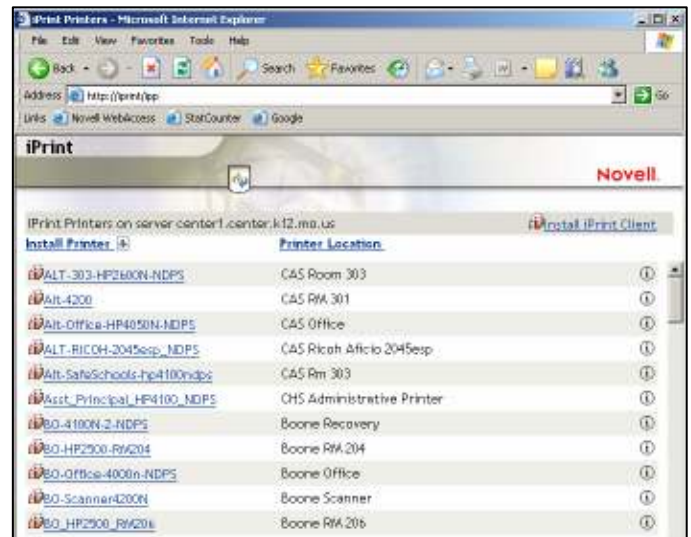
1. Go to <http://iprint/ipp>
2. A page will open with networked printers listed. You will need to click the link that says Install iPrint Client.
3. You will get a message about installing the iPrint client. Just click OK to this. This will open a window telling you how to install the iPrint client. Just click the Install the iPrint Client link.
4. Finally, click Run to the install screen and Run again to install the program.
5. When the program starts to install, just click Next, then Finish.
6. When the program starts to install, just click Next, then Finish.



Step 2 – Install the Printer

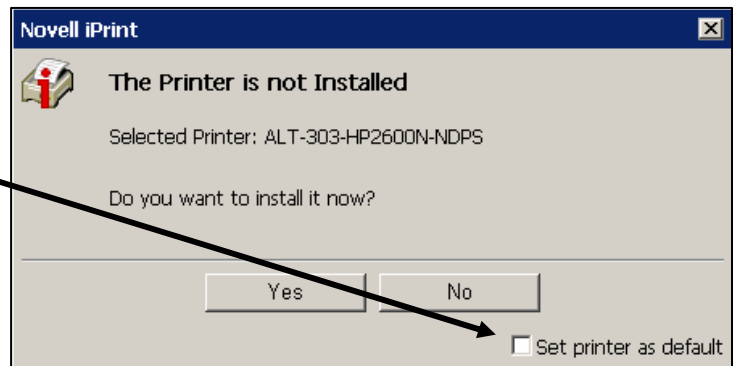
1. Go back to <http://iprint/ipp>

2. The same page opens as before, but now you will need to find your building then the printer you are looking to connect to. The printers are logically named with the building, room, then type of printer. You'll also notice the printer location column to further identify the location of the printer.

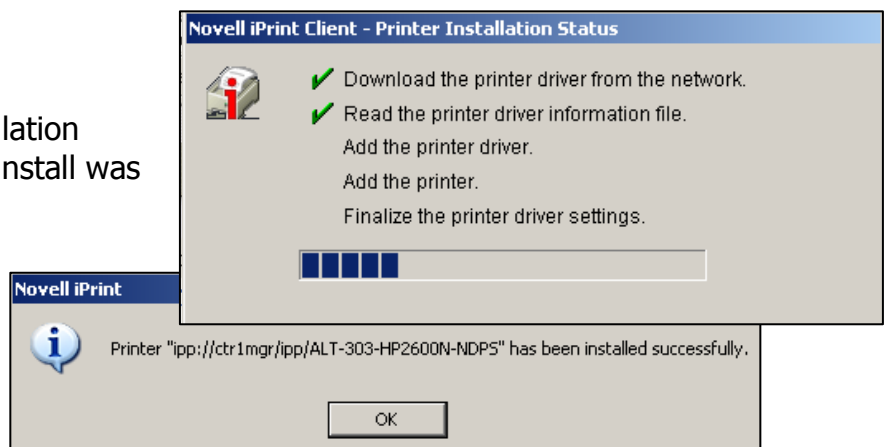


3. Once you find the name of the printer, click the link of the printer you want to install. Unless you have a printer in your classroom, ***please don't connect to printers in classrooms. Rather connect to printers in the media centers or offices.***

4. You'll get a message stating the printer hasn't been installed. Click Yes to install it. Notice you can check if you want to make this printer your default printer.



5. A box will open showing installation progress, and finally that the install was successful.



Now when you go back to your print screen, you should see the printer.