Tutorial

Printers (Windows 7 ; EN)

I. Introduction

Nota bene *This tutorial is meant for Windows' users and more especially Windows 7's ones. If you use Mac OS X, please refer to the corresponding tutorial.*

This tutoriel is at the disposal of all the members of SCI-STI-FR, STI-IEL-DESL and STI-DEC GR-SCI laboratories. It has been written in order to help you to connect your computer to the building ELL's printers. After having followed the guidelines given below, you wil be able to use effortlessly these printers:

A. [Color] Printer *HP LaserJet 4600dn* (lrelp2 | next to ELL 037)
B. [Black & White] Printer *HP LaserJet P2055x* (lrelp4 | in front of ELL 116)
C. [Color] Printer *Xerox ColorQube 8570DN* (lrelp5 | in front of ELL 116)
D. [Black & White] Printer All-In-One Xerox – ELL1943-A3-N1-PS (in front of ELL 116)

In case some problems remain unsolved even after you completed the instructions below, please contact the Systems Engineer Jean-Michel Buemi at jean-michel.buemi@epfl.ch.

II. Connection's procedure

A.   [Color] Printer *HP LaserJet 4600dn*
B.   [Black & White] Printer *HP LaserJet P2055x*
**C.**   [Color] Printer *Xerox ColorQube 8570DN*

1.   Go to Control Panel\Hardware and Sound\Devices and printers then click on *Add a printer* (in yellow in the picture).
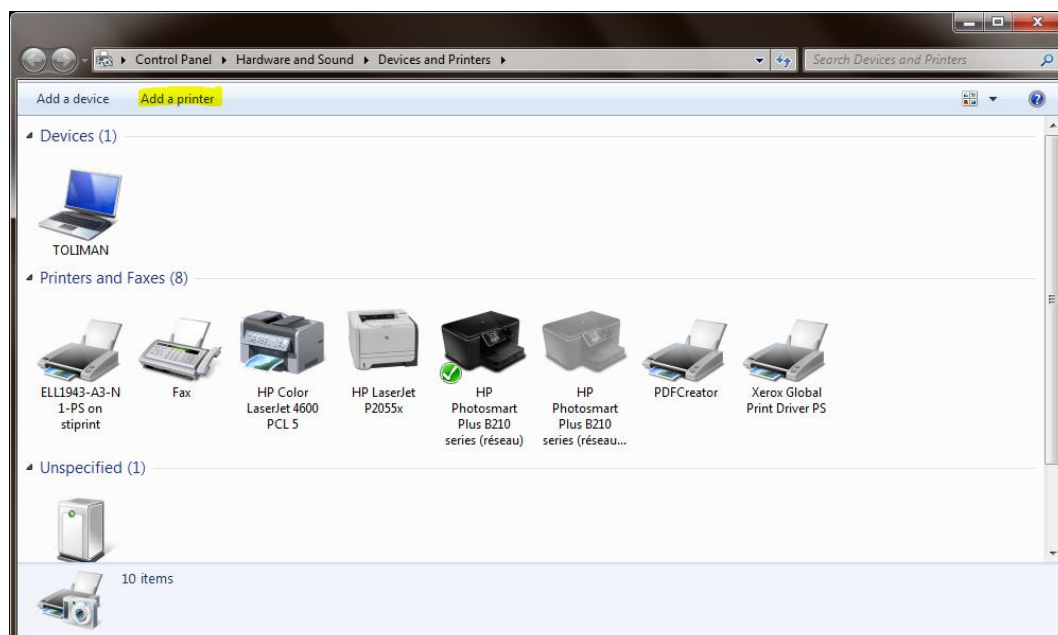
2. Click on *Add a network, wireless or Bluetooth printer*. In the next window, click on *The printer that I want isn't listed* (in yellow in the picture).
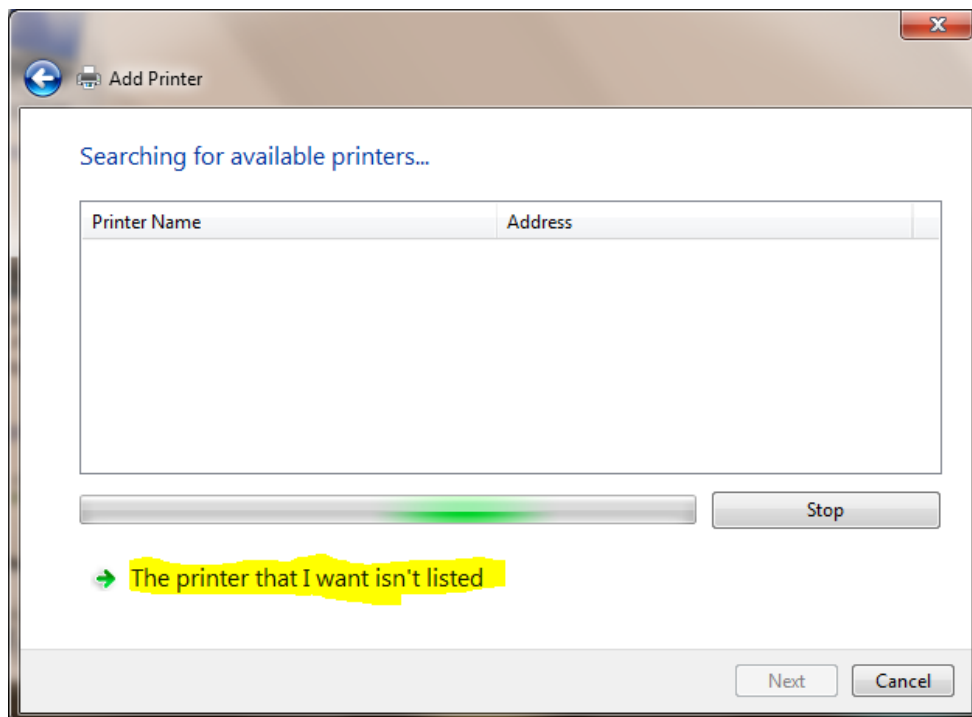
3. In the next window, choose the third option *Add a printer using a TCP/IP address or hostname*. Click on *Next* and fill in the fields like this :

      i.   For *Device Type*, sélectionnez *TCP/IP Device*.

     ii.   For *Hostname or IP address*, enter the adress of the printer you would like to add:
          A.   128.178.46.10
          B.   128.176.46.22
          C.   128.178.46.65

    iii.   The field *Port name* will be completed automatically. You don't need to change it.

    iv.   Please check quickly that *Query the printer and automatically select the driver to use* is ticked.
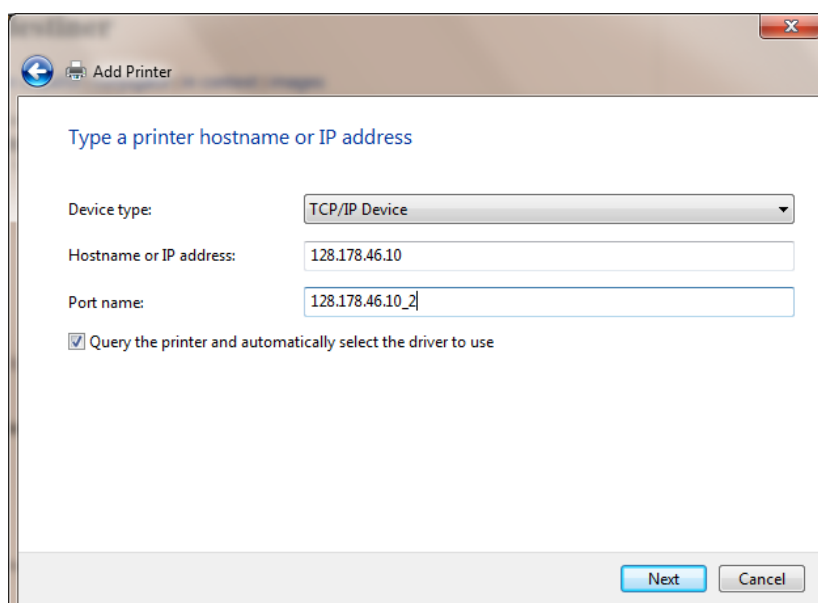

In this example, we are trying to get connected to the printer *HP Color LaserJet 4600dn* (A).

4. Click on *Next* once all the fields have been completed. Windows is then looking in its database for the appropriate driver. If it finds it, it will install it automatically and you can move on to the fifth step. If it doesn't though, you will be able to do it manually by following the instructions below.

    A new window similar to the one below will appear. Look for your printer; firstly choose the manufacturer in the left column and secondly the good printer in the right column. If the one you seek doesn't appear in the list, refresh it by clicking on the manufacturer and then on *Windows Update* (in red in the picture).

    Please note that the research may take between five and ten minutes depending on when was made the last update.

    Important : Choose *HP Color LaserJet 4600 PCL6* for *HP LaserJet 4600dn* (A) and *HP LaserJet P2050 Series PCL6* for *HP LaserJet P2055x* (B).
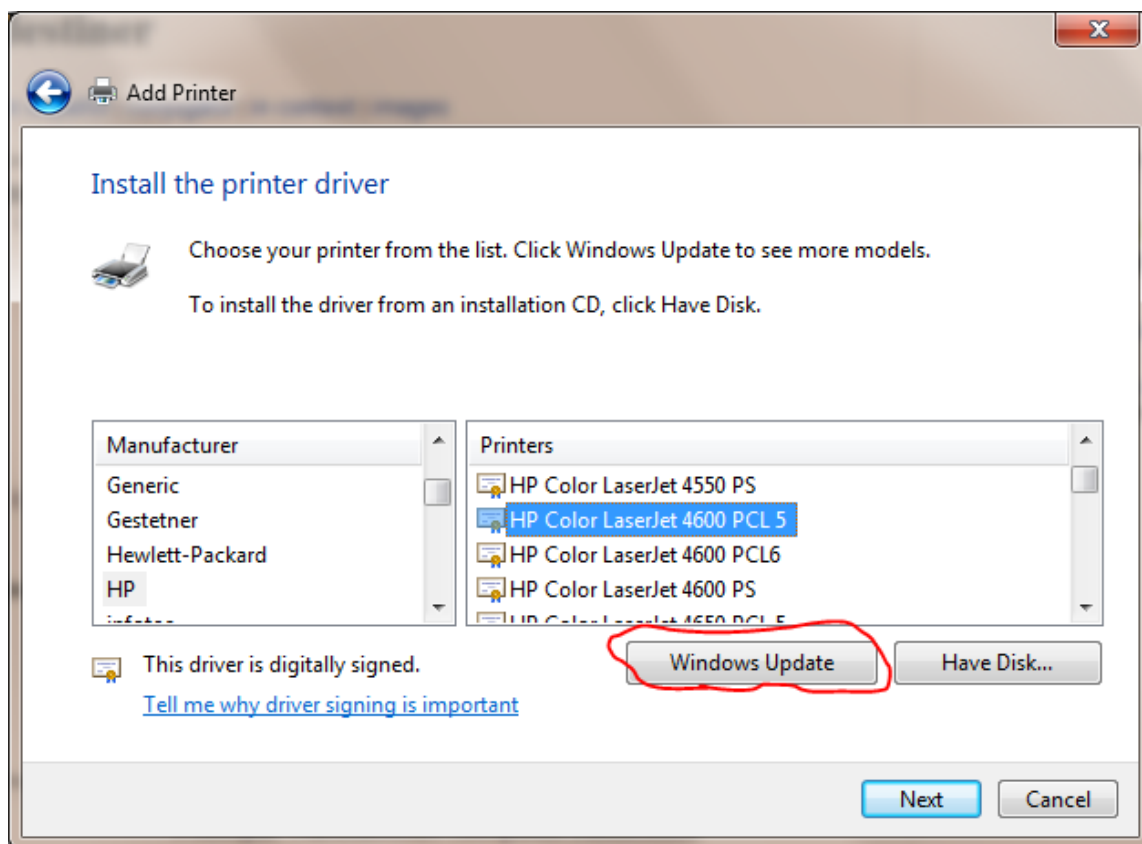

The example above shows the procedure for printer A.

5. Your computer is now connected to the printer. Tick *Do not share this printer*. You will also have the opportunity to name the printer, to set is as the default printer or not and to print a test page in order to verify the connection. Good job[1]!

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[1] The printer's ink and paper are valuable. Consequently, avoid at any cost any waste and use conscientiously the available resources. The EPFL and mankind thank you.

D. Black & white printer AIO Xerox – ELL1943-A3-N1-PS

1. Open Windows Explorer (Taskbar's folder icon ; Win+E shortcut). Delete the content of the address bar and enter *\\stiprint*. Then type *Enter*.

2. At that point, you will see the list of all STI's network printers. Make a right-click on *ELL1943-A3-N1-PS* (in red in the picture) and choose *Connect*.
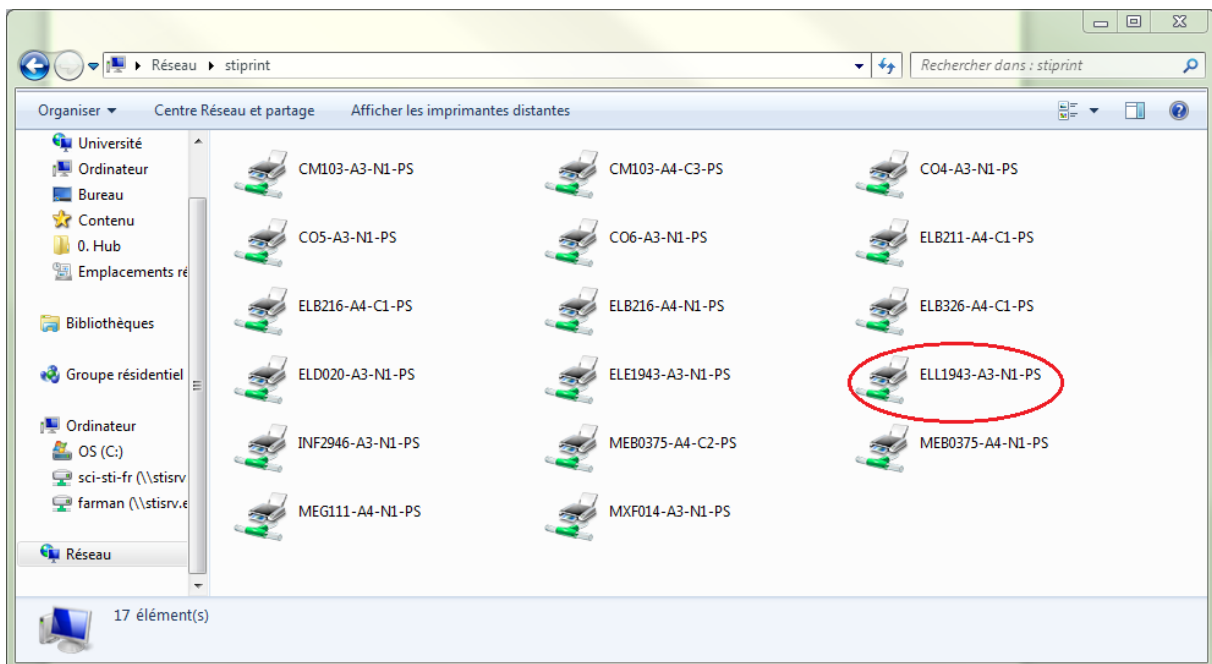
3. The printer's drivers are being installed. During the process, your EPFL login and password may be required. If it occurs, enter sti\[Username] for the username and your password. At the end of the install, your computer will eventually be connected. Good job[2]!

The next chapter describes the main features of the printer and the options at the user's disposal.

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III. About the use of the AIO printer

The ELL1943-A3-N1-PS printer is one of the seventeen AIO printers of STI School and one of the one hundred and seventy ones scattered throughout the campus. It is at the same time a network printer, a photocopier and a scanner. It has also a Camipro terminal.

| Printing | Please refer to Chapter III, section D in order to connect your computer. Otherwise, the procedure is the same as any basic printer when it comes to printing. Concerning MyPrint, refer to the EPFL's dedicated website http://myprint.epfl.ch |

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Photocopier

Swipe your Camipro Card on the terminal in order to be identifed. In the main menu, choose either *Copy* or *ID Card Copy*.

Concerning Copy, the option that is the most used is the choice between one-sided and double-sided ; you can find it in the first tab, third column from the left. 1 ➔ 1 et 2 ➔ 2 respectively mean one-sided and double-sided. 1 ➔ 2 is useful when you want to « double-side » some one-sided sheets. 2 ➔ 1 is therefore the opposite (turn a double-sided sheet into two one-sided sheets).

You can use the glass screen as well as the upper tray for your sheets. Once finished, **do not forget to disconnect** by pressing on the green box up right in the main menu and then *Disconnect*.

Scanner

Swipe your Camipro Card on the terminal in order to be identifed. In the main menu, choose *e-mail*. Due to your Camipro's identification, the printer knows your email address and will directly send you the scanned sheets.

There are plenty of options for the scanner but we will only mention those which are commonly used. In the first tab, you can change the email's object, add some recipients, choose one-sided or double-sided. In the fourth one, you have the opportunity to rename your file and define its type (pdf, jpeg... ?). It is in that tab as well that you can choose either the option *A file per page* or *Multi-page*.

As well as the copy function, you can use either the glass screen or the upper tray for your sheets. Once finished, **do not forget to disconnect** by pressing on the green box up right in the main menu and then *Disconnect*.