

Printer Setup Instructions - Windows

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Prerequisite: Have you checked what print connections the user already has? (and what is not needed?)

Check #1: Is the User's computer using WiFi to connect to the network?

- Yes** - Is the User connecting to 'BYUI' or 'BYUI_Visitor'?
Set User to use 'BYUI', **Remove 'BYUI_Visitor'** from remembered WiFi connections
- No** - Verify computer can "ping" server **iprint.byui.edu**
If no reply or no response to the ping, **Stop**. Unable to proceed.

Check #2: Is a Print Queue for the printer listed? <https://webprint.byui.edu/PrintQ.htm>

- Yes** – Proceed to: **Connect to Print Queue**
- No** (or only a 'TCP/IP' Port Type connection is listed) – Proceed to: **TCP/IP Connect**

Connect to Print Queue

Question: Is the printer a large 'full-size' multifunction printer/copier *with Stapler?* (free standing, not on table or low surface)

- Yes** – Proceed to: **'Full-height' MFP**
- No** – Proceed to: **Basic Printer**

Basic Printer (on Print Queue):

1. Select to Add a Printer, select "The printer that I want isn't listed"
2. Select to "Add a local printer or network printer with manual settings"
3. If the desired port does not already exist on the computer, Create a new port
4. Select **Local Port**
5. Enter the port name in this fashion: \\ServerName\QueueName
Example: If the Queue is "ROM23OCHE" and the server is "IPRINT", the port name would be \\iprint.byui.edu\ROM23OCHE
6. Select the printer driver to use. We recommend the HP Universal Printing PS (v7.0.1) driver.
You can download either of these:
HP Universal Printing PCL 6 drivers: <https://webprint.byui.edu/upd-ps-x64-7.0.1.24923.zip>
HP Universal Printing Postscript drivers: <https://webprint.byui.edu/upd-ps-x64-7.0.1.24923.zip>
Or can get model specific drivers here: [\\1ccs.byui.edu\PrinterSupport](https://1ccs.byui.edu/PrinterSupport)
7. If prompted, select "Use the driver that is currently installed (recommended)"
8. Give the printer a friendly name.
We recommend Building, Room, B/W or Color. Example: CLK-223 BW Laser
9. Do **not** share the printer.
10. Refer to <https://webprint.byui.edu/PrintQ.htm> for best printer configuration.
11. If using the HP Universal Printing driver:
 - a. When finished, right-click the printer and select "Printer properties"
 - b. On the "Device Settings" tab, scroll to the bottom, change "Device Type" to either "Monochrome" or "Color" (depending on if the printer is a B/W or Color printer).
 - c. Locate either "Printer Hard Disk" or "Storage Device" and set to "**Installed**"
 - d. Verify "Duplex Unit" is set to "**Installed**"

Finished

'Full-height' MFP (on Print Queue):

1. Select to Add a Printer, select "The printer that I want isn't listed"
2. Select "Add a local printer or network printer with manual settings", click Next
3. Select "Create a new port:", Type of port: "Standard TCP/IP Port", click Next
4. Enter the printer's IP Hostname in the Hostname or IP address field.
MUST be full IP Hostname. Example: rks262hp62565.c.byui.edu
5. **Un-Check** "Query the printer and automatically select the driver to use", click Next
6. Select the printer driver to use. We recommend the HP Universal Printing PS (v7.0.1) driver.

You can download either of these:

HP Universal Printing PCL 6 drivers: <https://webprint.byui.edu/upd-ps-x64-7.0.1.24923.zip>

HP Universal Printing Postscript drivers: <https://webprint.byui.edu/upd-ps-x64-7.0.1.24923.zip>

Or can get model specific drivers here: [\\1ccs.byui.edu\PrinterSupport](http://1ccs.byui.edu/PrinterSupport)

7. When prompted to Type a printer name, give the printer a friendly name and click Next
We recommend similar to: Building Room B/W or Color
Example: CLK-223 BW Laser
8. Do **not** share the printer, then click **Finish**.
9. Right-Click the newly created printer and select "Printer properties"
10. On the "Device Settings" tab
 - a. Set the Trays to match the paper sizes in the printer.
Refer to <https://webprint.byui.edu/PrintQ.htm> or the actual printer.
 - b. Verify "Duplex Unit" is set to "**Installed**"
 - c. Set to "Storage Device" or "Printer Hard Disk" and set to "**Installed**"
 - d. Set "Device Type" to either "Monochrome" or "Color" (depending on the printer).
 - e. Click Apply
11. Change to use "Local Port"
 - a. On the "Ports" tab, check if the desired Local Port is already present. If present, Check the check-box for the desired Local Port and click OK. – Go to **Finished**
 - b. If the desired port does not already exist on the computer, Select "Add Port..."
 - i. Select **Local Port** and click "New Port..."
 - ii. Enter the port name in this fashion: \\ServerName\QueueName
Example: If the Queue is "ROM23OCHE" and the server is "IPRINT", the port name would be \\iprint.byui.edu\ROM23OCHE
 - iii. Click OK - If an error message shows, check spelling and try again.
 - iv. If no error message shows, click Close
 - c. Click Close (again)

Finished.

TCP/IP Connect:

1. Select to Add a Printer, select “The printer that I want isn’t listed”
2. Select “Add a local printer or network printer with manual settings”, click Next
3. Select “Create a new port:”, Type of port: “Standard TCP/IP Port”, click Next
4. Enter the printer’s IP Hostname in the Hostname or IP address field.
MUST be full IP Hostname. Example: rks262hp62565.c.byui.edu
5. **Un-Check** “Query the printer and automatically select the driver to use”, click Next
6. Select the printer driver to use. We recommend the HP Universal Printing PS (v7.0.0) driver.
HP Drivers can be found at [\\1ccs.byui.edu\PrinterSupport](https://1ccs.byui.edu/PrinterSupport)
If the computer cannot connect to 1CCS, go to <https://www.hp.com/go/upd> to download.
7. When prompted to Type a printer name, give the printer a friendly name and click Next
We recommend similar to: Building Room B/W or Color
Example: CLK-223 BW Laser
8. Do **not** share the printer, then click **Finish**.
9. If the HP Universal Print driver was used:
 - a. Right-Click the newly created printer and select “Printer properties”
 - b. On the “Device Settings” tab
Set “Device Type” to either “Monochrome” or “Color” (depending on the printer).
 - c. Click Close
10. Refer to <https://webprint.byui.edu/key-deptnaming.htm> for best printer configuration.

Finished.