High-volume printers available in delegate areas

ITU Information Services (IS) department has made available various high-volume printers in the Delegate network. The printer queues reside in the \\delprint server, and their locations are as follows:

Printer queue*	Location
\\delprint\hpdelg1	Varembé rooms G1/G2
\\delprint\hpdel2ss_gr	CyberCafé in 2nd basement of the Tower (Note: two printers on same queue)
\\delprint\hpdelm2_ps	CyberCafé in 2nd floor of the Montbrillant building
\\delprint\hpdelm1	1st floor of the Montbrillant building, near meeting rooms
\\delprint\hpdelt1	1st floor of the Tower (near T.101 and T.103 rooms)

* Please note these are A4 printers. If you try to printer a document of another size (e.g. Letter), make sure the WinWord option "resize A4/Letter" is enabled.

Please report any problems or maintenance issues to the IS Service Desk at extension 6666 (or by email to <u>servicedesk@itu.int</u>), mentioning the printer name, location and a description of the problem.

Annex A hereinafter shows how you can install printers on a Windows computer. (Detailed screenshots are provided for Windows 7)

Annex A Example of installing a delegate LAN printer in a Windows PC

The following example shows steps for the installation of printer HPDELM1 (Montbrillant, 1st floor). The snapshots were taken using a Windows 7 computer.

1) Make sure you are connected to the ITU Delegate LAN (wired or wireless) and open the add print menu. Click on:

(a) "Printers and Faxes" (Windows XP) (b) "Printers and Faxes" (Windows Classic interface)





(c) "Devices and Printers" (Windows 7)

Pictures

Music

Games

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Computer

Control Panel

Devices and Printers

Shut down 🕨

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- 3 -

2) (Windows 7) Click on "Add printer"



a. (Windows 7) Select the option to add a network printer, then click on "The printer that I wanted isn't listed"

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Organize 👻 Add a prin	🕞 🖶 Add Printer	Organize 🔻 Add a prim	🚱 🖶 Add Printer
🔶 Favorites		😭 Favorites	
💻 Desktop 🚺 Downloads	What type of printer do you want to install?	Desktop	Searching for available printers
Recent Places	Add a local printer	🖳 Recent Places	Printer Name Address
Libraries Documents Music	Use this option only if you don't have a USB printer. (Windows automatically installs USB printers when you plug them in.)	Comparies ☐ Documents ↓ Music	
Videos	Add a network, wireless or Bluetooth printer Make sure that your computer is connected to the network, or that your Bluetooth or wireless printer is turned on.	Videos	
🜏 Homegroup		🜏 Homegroup	Stop
P Computer BOOT_DISK (C:) USER_DATA (D:)		P Computer BOOT_DISK (C:)	→ The printer that I want isn't listed
📬 Network	Next Cancel	🗣 Network	Next Cancel

b. (Windows 7) Type the name of the printer in "Select a shared printer by name" ("\\delprint\hpdelm1" in this example). A progress window will show (right).

NOTE: *if you are asked for a username and password when trying to connect to the* \\delprint server, type "delegate" for both username and password.

Add Printer	
ind a printer by name or TCP/IP address	
) Bro <u>w</u> se for a printer	
Select a shared printer by name \\delprint\hpdelm1	B <u>r</u> owse
Example: \\computername\printername or http://computername/printers/printername/.printer	
) Add a printer using a TCP/IP address or hostname	
F	 Add Printer Find a printer by name or TCP/IP address Browse for a printer Select a shared printer by name \\delprint\hpdelm1 Example: \\computername\printername or http://computername\printers/printername/.printer Add a printer using a TCP/IP address or hostname

Next

Cancel

c. (Windows 7) If it worked ok, the success window shows, click "Next", and then "Finish" (optionally you can set this as your default printer)

💮 🖶 Add Printer	
You've successfully added HPDELM1 on delprint	🥪 🖶 Add Printer
Printer name: HPDELM1 on delprint	You've successfully added HPDELM1 on delprint
This printer has been installed with the HP LaserJet M4345 MFP PCL 6 driver.	Set as the default printer
	To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.
Next Cancel	
	Finish Cancel

- 6 -

- 3) From the "Devices and Printers" (Windows 7) / "Printers and Faxes" (Windows XP) window (Step 1 above), configure the printing preferences for the new printer.
 - a. Select printer, right click, select "Properties"

b. Make sure in Features it reads "Double-sided: Yes" and "Paper available:" contains "A4". Then click on "Preferences":

		Open			🖶 HPDELM1 on del	Iprint Propert	ies		
Organize Add a printer See what's p	te ir	Run as administrator Set as Default Printer Printing Preferences		م •	Security General S	Sharing	Device Ports	Settings Advanced	About Color Management
 Favorites Desktop Downloads Recent Places Libraries Documents Music Pictures Videos Homegroup 	tc 1	Pause Printing Sharing Refresh Paste Create shortcut Delete Properties	Aicrosoft XPS Document Writer teady end To OneNote 2007 teady HPDELM2_PS on delprint teady		Location: Comment: Model: H Features	HPDELM1	4345 MFP	PCL 6	
Computer					Color: No Double-sided: Staple: No Speed: 45 ppm Maximum reso	Yes n olution: 1200	dpi Prefere	A4	Print Test Page

- 7 -

c. Change the paper to A4 in the "Paper Quality" tab

dvanced Printing Shortcuts	Paper/Quality	Effects Fi	nishing Out	put Job Stor	age Services	
Paper Options Paper sizes:	8.27 × 11	.69 inches		11111	E	
A4		-		1111		
Paper source:		_		2222	LL F	
Paperture:		•				
Unspecified		•				
insert blank or preprinte Chapter separator page	sneets s	3	Fast	Res 1200 conoMode (May Save Prir	nt Cartridges)	-
W					About	Help

d. In the "Effects" tab, select "Print document on [A4]" with "Scale to fit". This is to ensure that Letter-sized documents will not block the printer.

HPDELM1 on delprint Printing Preferences	X
Advanced Printing Shortcuts Paper/Quality Effects	Finishing Output Job Storage Services
Resizing Options	
Print document on:	
✓ Scale to fit ○ % of actual size:	
100 <	
	Watemarks
	First page only
	Edit
	About Help
	OK Cancel Apply

- 8 -

e. In "Finishing" tab, select "Print on both sides". Then click "OK" to save.

Ivanced Printing Shortcuts Pa	aper/Quality	Effects	Finishing	Output	Job Storage	Services		
Document Options			~		E			
Flip pages up Booklet layout:		_				Īş		
Pages per sheet:								
1 page per sheet		•						
Print page borders Page order:								
Right, then Down		*						
			F	Orientatio	n			
				Portra	it			
				C Lands	cape			
				Rotat	e by 180 degre	ees		
invent				21	Ab	out	Help	

f. At this point, you may **print a test page**, to ensure the printer is properly connected.

Secur	ity	Devic	e Settings	About
General	Sharing	Ports	Advanced	Color Management
	HPDELM1	1		
Location:				
Comment:				
Model:	HP LaserJet	t M4345 MF	PPCL 5	
Model: Features Color: No	HP LaserJet	t M4345 MFI	PCL 5 Paper available:	
Model: Features Color: No Double-si	HP LaserJet	t M4345 MFI	P PCL 5 Paper available: A4	
Model: Features Color: No Double-si Staple: No	HP LaserJet ded: Yes	t M4345 MFI	P PCL 5 Paper available:	*
Model: Features Color: No Double-si Staple: No Speed: 45	HP LaserJet ded: Yes ppm	t M4345 MFI	P PCL 5 Paper available:	*
Model: Features Color: No Double-si Staple: No Speed: 45 Maximum	HP LaserJet ded: Yes ppm n resolution: 60	t M4345 MFI 00 dpi	P PCL 5 Paper available: A4	~
Model: Features Color: No Double-si Staple: No Speed: 45 Maximum	HP LaserJet ded: Yes ppm n resolution: 60	t M4345 MFI 00 dpi Prefe	P PCL 5 Paper available: A4 rences	Print Test Page

-9-

NOTE: if you observe a long timeout for opening the print dialogue when your computer is not connected to the ITU network, it is suggested that you *delete* (remove) the printer queue. For that, open the "Printers and Faxes" (Windows XP) / "Devices and printers" (Windows 7) folder, right click on the printer to be removed and select "Delete", and then "Yes". This is illustrated for printer HPDELM1:

All Control Panel Items + Printers	- 49 Search Printers	٩	Search Printers + 49 Search Printers	م
Organize 🔻 Add a printer See what's printing	Set as default Select printing preferences >>	≝ * • •	Organize Add a printer See what's printing Set as default Select printing preferences >>>	a: • 0
★ Favorites Fax ■ Desktop Ready ▶ Downloads Prestore ■ Recent Places Image: Computer ● Documents 0 ● Music Pictures ■ Videos Send To One ● Homegroup Ready ● Computer 0 ● Network MINIIO	HPDELG1 on delprint Offline HPDELM2_PS on delprint HPDELM2_PS on delprint dy Creator Set as Default Printer Printing Preferences Pause Printing Sharing Refresh Create shortcut Delere Properties		Favorites Fax HPDELG1 on delprint Desktop Desktop Image: Computer Image: Computer Image: Computer Image: Computer Image: Computer <t< th=""><td></td></t<>	