High-volume printers available in delegate areas

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ITU Information Services (IS) department has made available various high-volume printers in the delegate network and located near the various meeting rooms and delegate spaces. One can find the name of the available printers queues in the \\delprint.itu.int server (accessible only within the ITU network).

In addition to the "traditional" print method using printer queues that need to be installed on the user's computer or device, a new feature has been introduced that allows printing documents via e-mail ("e-print"). The procedure is simply to attach the documents to be printed to an email, that is sent to the desired printer email address, as listed in Table 1. No driver installation is required.

E-print is well-suited for smartphones and tablets, but can be used from any computer equipped with an Internet connection. E-print is not convenient for some customized print jobs – for example, to print a few pages of a document, particular views of an excel spreadsheet, or files types that not recognized by the e-print server. In these cases, the "traditional" printing method using print queues is normally more convenient (as an alternative to generating a PDF of the desired customized printing).

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. If you need to *cancel* an e-print job, please also contact the IS Service Desk.

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

Email address	Location
hpdel2ss@eprint.itu.int	Cybercafé in 2nd basement of the Tower (Note: two printers on same queue)
hpdelg1@eprint.itu.int	Outside Varembé rooms G1/G2 (3rd floor)
hpdelg3@eprint.itu.int	Outside Varembé room G3 (3rd floor)
hpdelm1@eprint.itu.int	1st floor of the Montbrillant building, near meeting rooms
hpdelm0@eprint.itu.int	Delegate Lounge in ground floor of the Montbrillant building (Note: ex hpdelm2)
hpdelroome@eprint.itu.int	Near Varembé room E (NOTE: ex <u>\\delprint\HPsalleE</u>)
hpdelt01@eprint.itu.int	1st floor of the Tower (outside offices T.101 and T.103 rooms)
hpdelv444@eprint.itu.int	Near Varembé room V444 (4th floor)
hpdelv450@eprint.itu.int	Near Varembé room V450 (4th floor)

Table 1 – ITU printers available for e-print by delegates

DISCONTINUED:

hpdelt072@eprint.itu.int	Tower building office T072
hpdelt079@eprint.itu.int	Tower building office T079

* 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 always check <u>\\delprint.itu.int\</u> for the latest printer names

Annex A Example of installing a delegate LAN printer in a Windows 7 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) "D
 - (c) "Devices and Printers" (Windows 7)

Document

Pictures

Music

Games

2

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"

All Contro	Danot Bones - Deinteer	All Control	Danel Items + Deinters	- Let Consch Deister
Organize 🔻 Add a prin	🖂 hdd Printer	Organize 👻 Add a prin	🕝 🖶 Add Printer	
🚖 Favorites		🚖 Favorites		
🔜 Desktop	What type of printer do you want to install?	Desktop	Searching for available pri	inters
E Recent Places	Add a local printer	🖳 Recent Places	Printer Name	Address
Documents	Use this option only if you don't have a USB printer. (Windows automatically installs USB printers when you plug them in.)	Libraries Documents Music		
Pictures 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	۲۵	🜏 Homegroup		
E Computer BOOT_DISK (C:)		P Computer BOOT_DISK (C:)	The printer that I wan	Stop
年 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	
Find a printer by name or TCP/IP address	
Browse for a printer	
Select a shared printer by name	
\\delprint\hpdelm1 Browse	Connectin
Example: \\computername\printername or http://computername/printers/printername/.printer	Finishing the
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.	To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.
Mext Cancel	
*0	Finish

- 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 or	n delprint Prop	oerties		×
🗸 🗟 🕨 All Control Panel Items 🔸 Prir	te	Run as administrator	✓ 4→ Search Printers	٩	Securi	ity Sharing	Device Ports	e Settings Advanced	About Color Management
Organize 🔻 Add a printer See what's p	rin	Printing Preferences	iting preferences »	= ▼ ()	denorda	Shanny	FOILS	Auvanceu	Color Management
Favorites		Pause Printing	Aicrosoft XPS Document Writer		2	HPDELM1	-		
Desktop Ready		Sharing	leady						
Recent Places	tc	Refresh	end To OneNote 2007		Location:				
Libraries HPDFLG		Paste	leady						
Documents 0	1	Create shortcut Delete	IPDELM2_PS on delprint		Comment:				
Music Offline Pictures Offline	11		leady						
Videos 0 Ready		Properties							
Regroup					Model:	HP LaserJet	M4345 MFP	PCL 6	
🖳 Computer					Features Color: No			Paper available:	
					Double-si			A4	A
					Staple: No			A4	^
					Speed: 45				
						resolution: 12	iqb 00		*
							Prefer	eqces	Print Test Page
							6	OK	Cancel Apply

- 7 -

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

	aper/Quality	Effects	Finishing	Output	Job Storage	Services		
Paper Options Paper sizes:	8.27 × 11	.69 inches			E			
A4		-						
Paper source:					3	5		
Automatically Select		•			: <u>+</u>			
Paper type:								
Unspecified		-						
Insert blank or preprinted Chapter separator pages	Setting:	5		FastRes Econo (May		artridges)	•	
Ø					Ab	out	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: 	
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	Watermarks
	[none]
	First page only
	About Help
	OK Cancel Apply

- 8 -

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

Document Options Print on both sides Flip pages up Booklet layout: Off Pages per sheet: Page per sheet Print page borders Page order: Right, then Down	
 Rip pages up Booklet layout: Off Pages per sheet: 1 page per sheet Print page borders Page order: 	
Booklet layout: Off Pages per sheet: 1 page per sheet Page orders Page order:	
Off Pages per sheet:	
Pages per sheet: 1 page per sheet Print page borders Page order:	
1 page per sheet • Print page borders • Page order: •	
Print page borders Page order:	
Page order:	
Right, then Down	
	Orientation
	Portrait
	C Landscape
	Rotate by 180 degrees
	Indiale by 100 degrees
	About Help
	OK Cancel Apply

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

Security		Devic	e Settings	About	
General	Sharing	Ports	Advanced	Color Management	
*	HPDELM1				
Location:					
Comment:					
Features		t M4345 MFP			
Features Color: No		t M4345 MFP	PCL 5 Paper available:		
Color: No Double-si	ded: Yes	t M4345 MFP		*	
Features Color: No	ided: Yes	t M4345 MFP	Paper available:	•	
Features Color: No Double-si Staple: No Speed: 45	ided: Yes		Paper available:	*	
Features Color: No Double-si Staple: No Speed: 45	ided: Yes p ppm	00 dpi	Paper available:	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	✓ 4 Search Printers	٩	V Reference Service Se	Search Printers
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	g preferences »
★ Favorites ↓ ▲ Desktop ↓ ▲ Downloads ↓ ▲ Recent Places ↓ ▲ Documents ↓ ▲ Music ↓ ■ Pictures ↓ ■ Videos ↓ ▲ Honggroup ↓ ▲ Nework ↓ ▲ Network ↓	HPDELGI on delprint Offline HPDELM2_PS on delprint dy Run as administrator Set as Default Printer Printing Preferences Pause Printing Sharing Refresh Create shortcut Delerge Properties		Desktop Desktop Downloads Recent Places Printers Do Mu Friction Are you sure you want to remove your connection to the printer 'HPDELM Yel	IELM2_PS on delprint