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

Computer

Control Panel

Devices and Printers

Shut down 🕨

🕘 💾 🚳

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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 | planel heave + Deinteer | All Control | Danel Rome & Drintore | Consch Deinter |
|-----------------------|---|-----------------------|-----------------------------|----------------|
| Organize 👻 Add a prin | 🖂 🖨 Add Printer | Organize 🔻 Add a prin | 🕝 🖶 Add Printer | <u></u> |
| 🔆 Favorites | | 🚖 Favorites | | |
| E Desktop | What type of printer do you want to install? | Desktop | Searching for available pri | nters |
| Becant Placer | | Becent Places | Printer Name | Address |
| and Necent Proces | Add a local printer Use this option only if you don't have a USB printer. Windows automatically installs USB printers | and the states | | |
| 🥽 Libraries | when you plug them in.) | 🕽 Libraries | | |
| Documents | | Documents | | |
| Pictures | Add a network wireless or Bluetooth printer | Music Pictures | | |
| Videos | Make sure that your computer is connected to the network, or that your Bluetooth or wireless printer is turned on. | Videos | | |
| 🜏 Homegroup | NE | 🔧 Homegroup | | Ston |
| : Computer | | Computer | | Step |
| BOOT_DISK (C:) | | BOOT_DISK (C:) | The printer that I wan | t isn't listed |
| G OSEK_DATA (D.) | | Ca USER_DATA (U:) | | |
| Network | Next Cancel | Network | | Next Cancel |
| | | | 5 | |

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 | |
|-----|---|-----------------|
| Fin | d a printer by name or TCP/IP address | |
| | 3ro <u>w</u> se for a printer | |
| • | elect a shared printer by name | |
| | \\delprint\hpdelm1 | B <u>r</u> owse |
| | Example: \\computername\printername or http://computername/printers/printername/.printer | |
| 0 | Add a printer using a TCP/ <u>I</u> P 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. |
| Next N Cancel | Print a test page |
| | Finish Cancel |

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- 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":

| Run as administrator | | | | _ |
|---|--|-----------------------------------|----------------------|---------------------------|
| Organize 🔻 Add a printer See what's prin Printing Preferences nting preferences » 📰 👻 🔞 | General Sh | aring Ports | Settings Advanced | About Color Management |
| ✓ Favorites ✓ Fax Pause Printing Aicrosoft XPS Document Writer Image: Desktop Ø Sharing eady Image: Desktop Ø PDFCreate PDFCreate eady Image: Desktop Ø PDFCreate Paste eady Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Pictures Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Pictures Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Pictures Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Pictures Image: Decuments Image: Decuments Image: Decuments Image: Decuments Image: Decuments | Location: Comment: Model: HP | PDELM1 | PCL 6 | |
| E Computer | Color: No | | Paper available: | |
| | Double-sided: Y Staple: No Speed: 45 ppm Maximum resolu | 'es ution: 1200 dpi Prefere | A4 | Print Test Page |

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

| Advanced Printing Shortcuts Paper | Quality Effects | Finishing Ou | tput Job Storag | e Services | |
|-----------------------------------|--------------------|--------------|--|-------------|------|
| Paper Options Paper sizes: 8 | .27 × 11.69 inches | | | | |
| A4 | - | | | | |
| Paper source: | | | 3 | 1 | |
| Automatically Select | • | | : <u>+</u> - | | |
| Paper type: | | | | | |
| Unspecified | - | | | | |
| Chapter separator pages | Settings | Fas | tRes 1200 Econo Mode (May Save Print (| Cartridges) | • |
| (p) | | | A | bout | 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: A4 | |
| ✓ Scale to fit ○ % of actual size: | |
| 100 < | |
| | Watemarks |
| | First page only |
| | Edit |
| | About Help |
| | OK Cancel Apply |

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

| Ivanced Printing Shortcuts P | aper/Quality | Effects | Finishing | Output | Job Storage | Services | | |
|------------------------------|--------------|---------|-----------|------------|---------------|----------|-----|--|
| Document Options | | | | | :∓ F ∶ | | | |
| Print on both sides | | | | | | | | |
| Flip pages up | | | | | | | | |
| Booklet layout: | | | | | 30 | LF | | |
| Off | | • | | | | | | |
| Pages per sheet: | | | | | | | | |
| 1 page per sheet | | • | | | | | | |
| Print page borders | | | | | | | | |
| Page order: | | _ | | | | | | |
| Right, then Down | | * | | | | | | |
| | | | | Orientatio | n | | | |
| | | | | Portra | iit | | | |
| | | | | C Lands | scape | | | |
| | | | | Rotat | e by 180 degr | ees | | |
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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 |

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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 | s • 49 Search Printers | ٩ | All Control Panel Items + Printers | ✓ 4 Search Printers | Q |
|---|--|------------------------|---|--|--------|
| Organize 🔻 Add a printer See what's printi | ing Set as default Select printing preferences >> | ≝ ≖ ▼ () | Organize 👻 Add a printer See what's printing Set as default | Select printing preferences >>> | 8: • 0 |
| ★ Favorites Fax ■ Desktop 0 ▶ Downloads 0 ■ Downloads 1 ■ Recent Places 1 ▶ Documents 0 ▶ Music 0 ■ Pictures 5 ♥ Videos 0 ♥ Homegroup ♥ Computer ♥ Network ♥ MINILO | 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 Delq Properties | | Favorites Fax Desktop Dewnloads Recent Places HPDELM1 on delprint Desktop Ready Ithra HPDELM1 on delprint Desktop Ready Ithra Printers Downloads Are you sure you want to remove your connection to the 'delprint'? Vid Vid Vid Vid Vid Multiprint'? Network MINIID | HPDELG1 on delprint Offline HPDELM2_PS on delprint Ready printer 'HPDELM1' on the server | |