

# Printer Installation Procedure

OPEN INTERNET EXPLORER AND PUT IN ADDRESS FOR YOUR BUILDING: (SEE BELOW)

Davenport – 172.18.1.24/ipp

Slaybaugh – 172.17.1.24/ipp

Swift- 172.16.1.24/ipp

Miller – 172.23.1.24/ipp

Alder- 172.19.1.24/ipp

Fernwood-172.21.1.24/ipp

High School – 172.25.1.64/ipp

You will see the Novell iPrint Screen shown below....

## STEP 1:

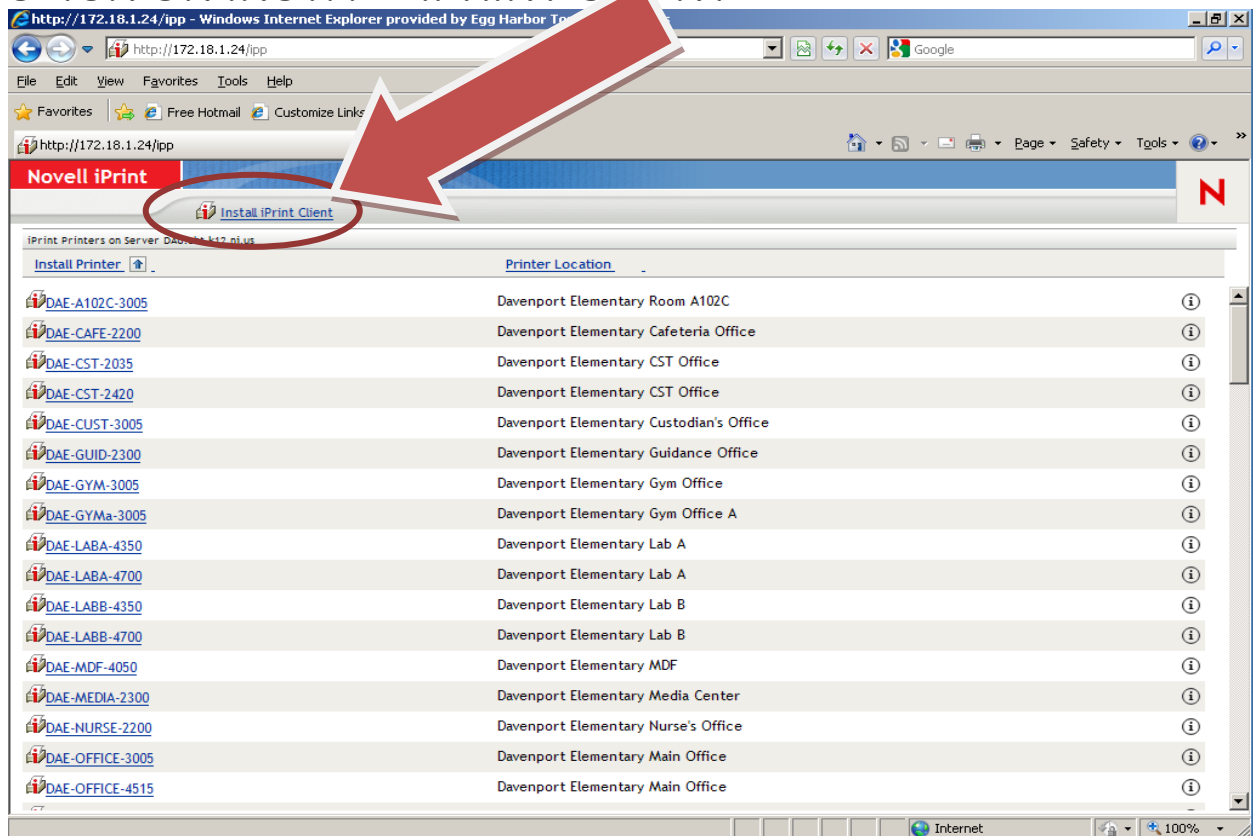
Look next to the time the on the lower right hand side of your screen for a blue box with a white Z in it.

If you do not see this icon: , go to Step 2.

If you see it, go to Step 5.

## STEP 2:

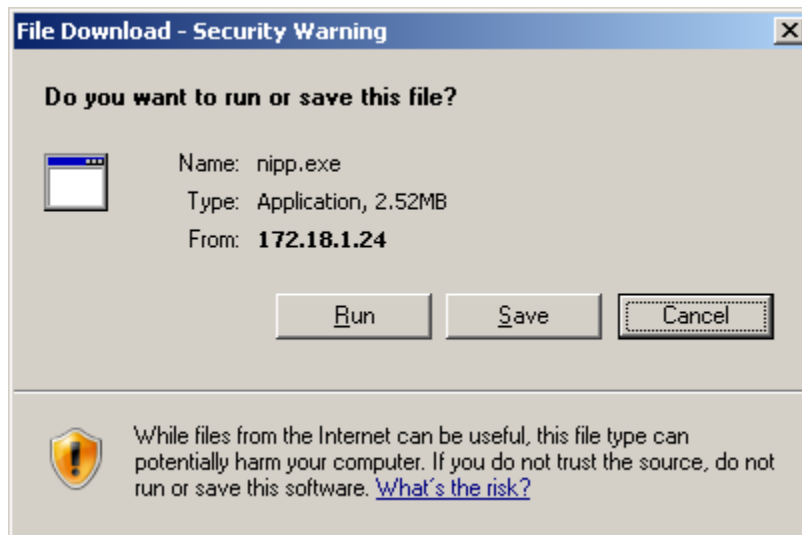
## CLICK ON INSTALL IPRINT CLIENT



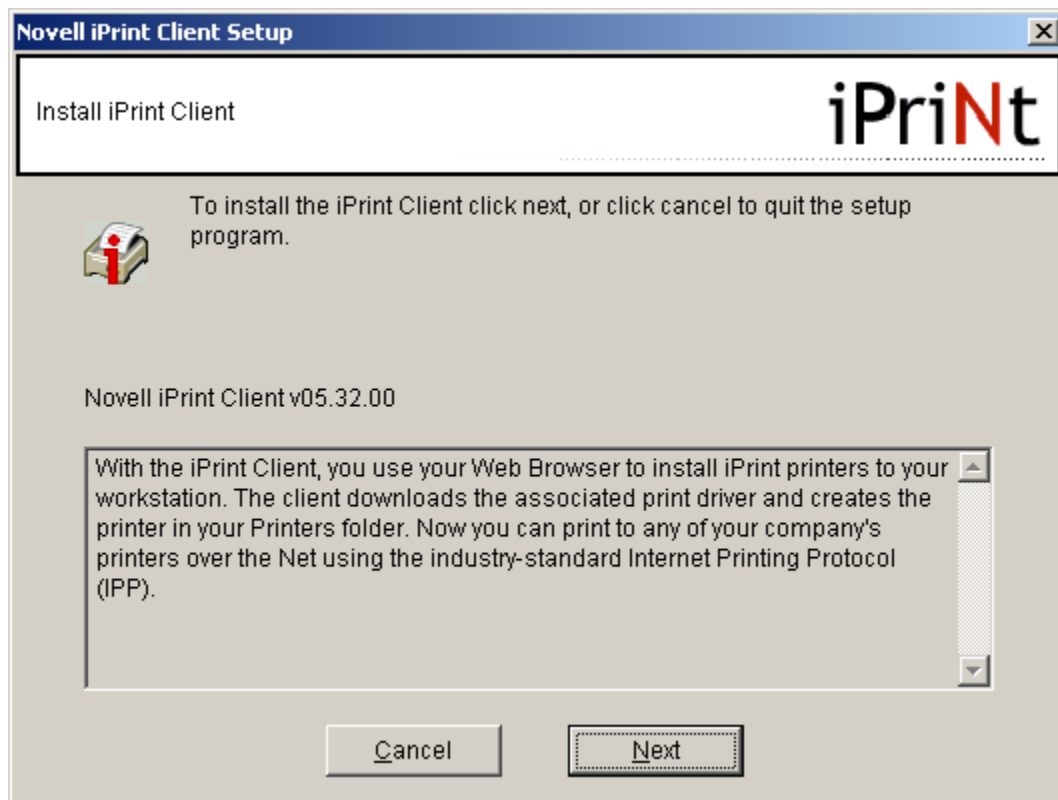
Printer Name	Printer Location
DAE-A102C-3005	Davenport Elementary Room A102C
DAE-CAFE-2200	Davenport Elementary Cafeteria Office
DAE-CST-2035	Davenport Elementary CST Office
DAE-CST-2420	Davenport Elementary CST Office
DAE-CUST-3005	Davenport Elementary Custodian's Office
DAE-GUID-2300	Davenport Elementary Guidance Office
DAE-GYM-3005	Davenport Elementary Gym Office
DAE-GYMa-3005	Davenport Elementary Gym Office A
DAE-LABA-4350	Davenport Elementary Lab A
DAE-LABA-4700	Davenport Elementary Lab A
DAE-LABB-4350	Davenport Elementary Lab B
DAE-LABB-4700	Davenport Elementary Lab B
DAE-MDF-4050	Davenport Elementary MDF
DAE-MEDIA-2300	Davenport Elementary Media Center
DAE-NURSE-2200	Davenport Elementary Nurse's Office
DAE-OFFICE-3005	Davenport Elementary Main Office
DAE-OFFICE-4515	Davenport Elementary Main Office

### STEP 3:

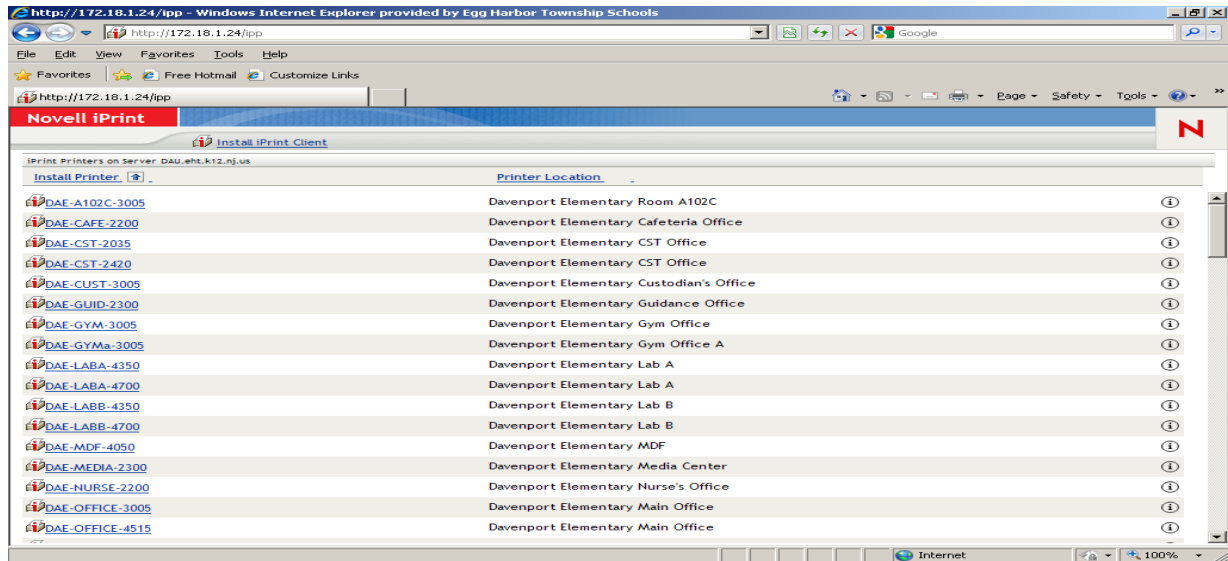
**CLICK ON RUN—A BOX WILL POP UP AND ASK YOU IF YOU WANT TO RUN THIS SOFTWARE, CLICK RUN**



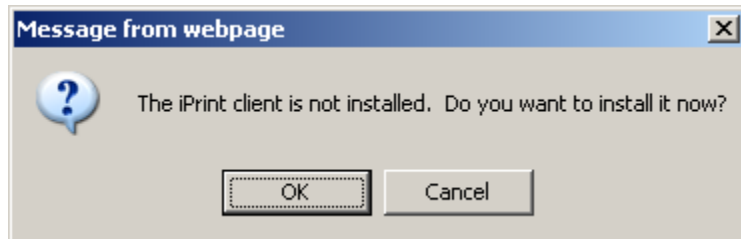
**STEP 4: CLICK NEXT AND WHEN THE CLIENT IS SUCCESSFULLY INSTALLED ---CLICK FINISH**



## STEP 5: CHOOSE YOUR PRINTER AND CLICK ON IT

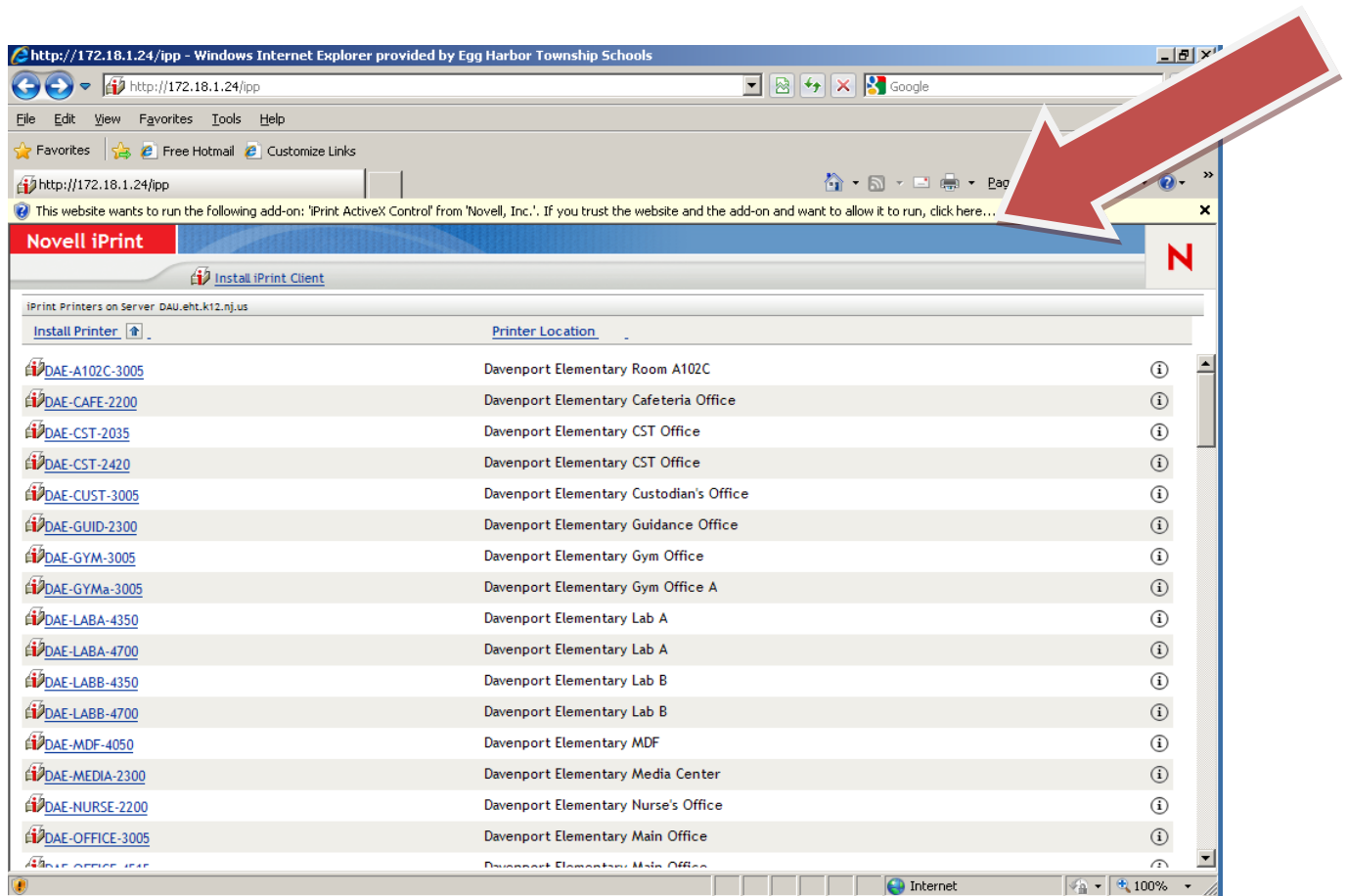


## STEP 6: WHEN YOU GET THIS BOX CLICK CANCEL



**STEP 7: AT THE TOP OF THE PAGE YOU WILL SEE A YELLOW BOX ASKING YOU TO RUN THE FOLLOWING ADD ON:**

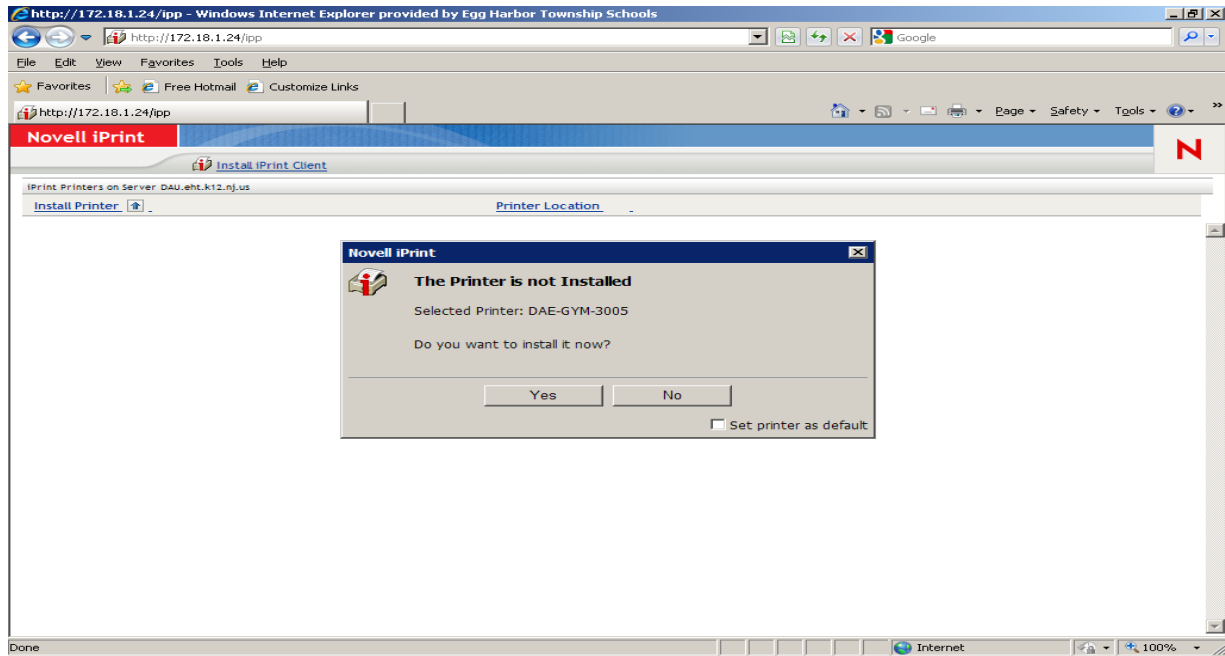
***CLICK ON THIS TO RUN THE ADD ON (your screen will blink) THEN CHOOSE YOUR PRINTER AGAIN***



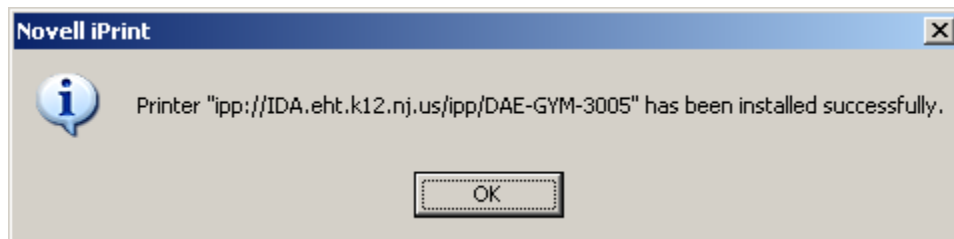
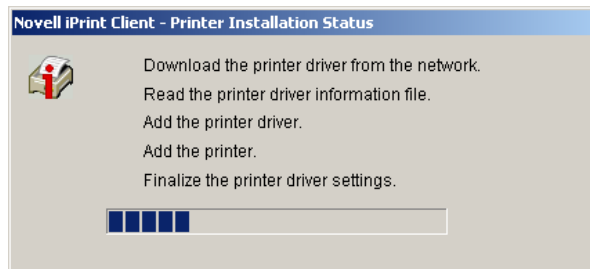
The screenshot shows a Windows Internet Explorer browser window with the address bar displaying `http://172.18.1.24/ipp`. The page content includes a Novell iPrint header and a table of printers. A yellow security warning box is present at the top, and a large red arrow points to it.

Printer Name	Printer Location
<a href="#">DAE-A102C-3005</a>	Davenport Elementary Room A102C
<a href="#">DAE-CAFE-2200</a>	Davenport Elementary Cafeteria Office
<a href="#">DAE-CST-2035</a>	Davenport Elementary CST Office
<a href="#">DAE-CST-2420</a>	Davenport Elementary CST Office
<a href="#">DAE-CUST-3005</a>	Davenport Elementary Custodian's Office
<a href="#">DAE-GUID-2300</a>	Davenport Elementary Guidance Office
<a href="#">DAE-GYM-3005</a>	Davenport Elementary Gym Office
<a href="#">DAE-GYMa-3005</a>	Davenport Elementary Gym Office A
<a href="#">DAE-LABA-4350</a>	Davenport Elementary Lab A
<a href="#">DAE-LABA-4700</a>	Davenport Elementary Lab A
<a href="#">DAE-LABB-4350</a>	Davenport Elementary Lab B
<a href="#">DAE-LABB-4700</a>	Davenport Elementary Lab B
<a href="#">DAE-MDF-4050</a>	Davenport Elementary MDF
<a href="#">DAE-MEDIA-2300</a>	Davenport Elementary Media Center
<a href="#">DAE-NURSE-2200</a>	Davenport Elementary Nurse's Office
<a href="#">DAE-OFFICE-3005</a>	Davenport Elementary Main Office
<a href="#">DAE-OFFICE-4350</a>	Davenport Elementary Main Office

**STEP 8: YOU SHOULD GET A MESSAGE THAT TELLS YOU THAT YOUR PRINTER IS NOT INSTALLED. CLICK YES TO INSTALL.**



**STEP 9:  
YOU WILL SEE A PROGRESS SCREEN –AT THE END YOU WILL GET A MESSAGE THAT THE PRINTER IS INSTALLED**



Should you require assistance with this process, please call the Help Desk at extension 1013