# Printing on Small Format Color Printers and Design Studio B&W Laser Printers

## General Information

IMPORTANT:  The college does not support the use of MyPrint for sending print jobs to our small format printers.  Users must set up proper VolPrint queues as per the instructions below in order to format their print jobs correctly for the the small format VolPrint printers within the College of Architecture and Design.

The color printers and B&W studio laser printers are part of OIT's VolPrint printing system.  To print via VolPrint, you must first install the OIT VolPrint printers on your computer (see instructions below).  This will install two "printers" - actually print queues - on your computer, one for color printing and one for black and white printing.  Once you've printed a job to the appropriate queue, you then go to the desired printer and use the associated release station to release the job from the queue and print it.  Login for the release station is netID and password (no need for "UTK\" in front of your netID).

The ONLY paper sizes available in these printers are letter (8.5x11) and tabloid (11x17.)  The B&W laser printers are loaded with 20lb bond, and the color printers are loaded with 28lb bond.  No other sizes or types of media are allowed.  If the printers need paper or other supplies, or if there are any other hardware or network issues, please EMAIL BOTH Jeff Wilkinson (jwilkin3@utk.edu) and Don Swanner (dswanner@utk.edu).  Note that most failure to print issues are due to bad user files, not hardware failure.

For those needing more specialized or high volume work - both large and small format - the university offers printing services at either U-Print  http://studentunion.utk.edu/ucopy/ or University Printing & Mail http://upm.utk.edu/ .

## OIT VolPrint Printer Installation for Windows

The following procedure installs both the color and the B&W VolPrint printers at the same time.  There is an optional procedure at the end to allow duplexing on the color printer.  (Note that duplexing is not an option on the B&W printer.)

Go to the "**AAVolPrint share**" on the college file server and look for a file labeled either "AAVolPrintCreate" or "OIT AAVolPrintCreate.bat" (name depends on user's system preferences.)  Just double click to run it.

Depending on exactly which version of Windows you're running, you may be asked to confirm / allow the program to run - possibly more than once.   Do so.  While this is running, you will see one or more black windows with text.  DO NOT CLOSE THEM MANUALLY, THEY WILL CLOSE WHEN FINISHED.  This process can take several minutes, as it is first copying files for the install from the server, then it has to set up the queues.

Once this is complete, go to Control Panel > Devices and Printers and you will see two new printers:  "OIT Color Wireless Printers" and "OIT BW Wireless Printers".   Note that duplexing is available on the VolPrint Color Printers, but NOT on the B&W printers. If you would like to enable the duplexing option for the color printers, follow the steps below:

**OIT VolPrint Printer Installation for Mac OS**

BEEFORE YOU BEGIN: You must download and install the HP LaserJet drivers from HP's support page:

https://support.hp.com/hk-en/drivers/hp-color-laserjet-enterprise-m750-printer-series/5365380

Be sure to choose the OS option that matches your version of Mac OS. Click **Choose a different OS** if necessary.

Scroll down to **All Software and Drivers** and click **Open All**. Then scroll down and download the **HP Easy Admin** software.

Run the **HP Easy Admin app**. When it offers to **Download Software**, search for **HP Color LaserJet M750dn**, and then proceed with the download. (Note that this will download drivers for the BW VolPrint printers as well.)

Once the download is complete, run the downloaded package.

With the drivers now installed on your system, you are ready to install the VolPrint printers. The following procedure installs the color and the B&W VolPrint printers separately – meaning that you must perform the procedure twice in order to install both VolPrint printers. Note that there are two variations of step three – one for the B&W printer and one for the color printer.

1. Open System Preferences.

2. Click on **Printers & Scanners**, then click the **+** button to add a printer. *(You may need to enter your administrator username/password for your computer.)* Then click the "**IP**" icon.

3a. This for or the black and white VolPrint printer ONLY. See Step 3b below to install the color VolPrint printer.
   Fill out the information as seen below
   - Enter **bwprinting.labs.utk.edu** in the Address box.
   - Make sure **Line Printer Daemon - LPD** is selected next to Protocol.
   - Enter "**bw**" in the Queue box.
   - Enter **AA VolPrint BW Printers** in the Name box.
   - Select **HP LaserJet 700 M712** under Use / Select Software:

3b. <u>This is for the color VolPrint printer ONLY.</u>  See Step 3a above to install the black and white VolPrint printer.
Fill out the information as seen below
- Enter **colorprinting.labs.utk.edu** in the Address box.
- Make sure **Line Printer Daemon - LPD** is selected next to Protocol.
- Enter "**color**" in the Queue box.
- Enter **AA VolPrint Color Printers** in the Name box.
- Select **HP Color LaserJet Enterprise M750** under Use / Select Software: