

IT DEPARTMENT



User manual
Mac OS: Install printer

User manual

A guide on how to install
printer driver on Mac OS

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IT DEPARTMENT

1

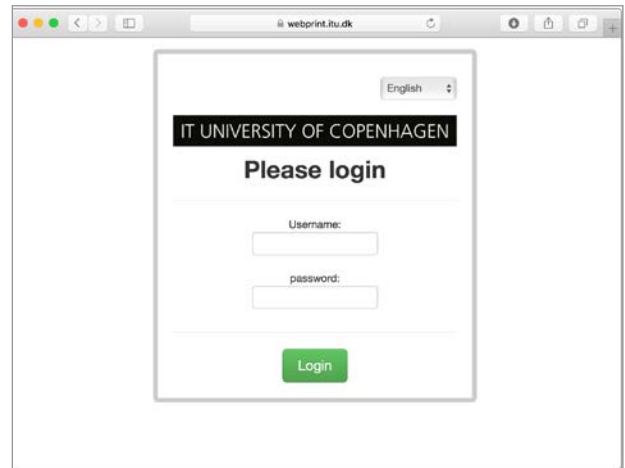
Download
printer
software

1.1

Open a web browser and go to:

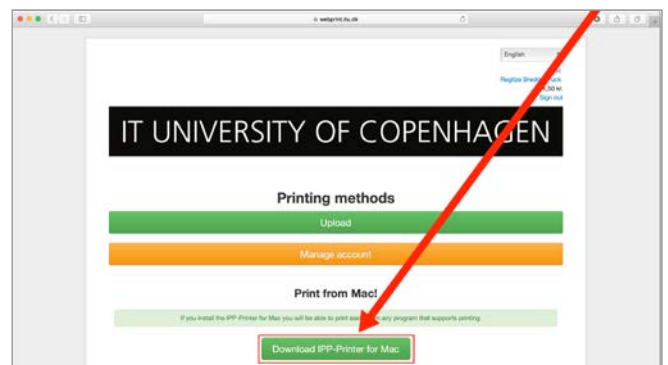
webprint.itu.dk

Login with your ITU username
(use lower case letters and type
without '@itu.dk') and password.



1.2

Choose "Mac" in the roll menu
at the bottom of the page,
and click on
"Download IPP-Printer for Mac".



2

Install
printer
software

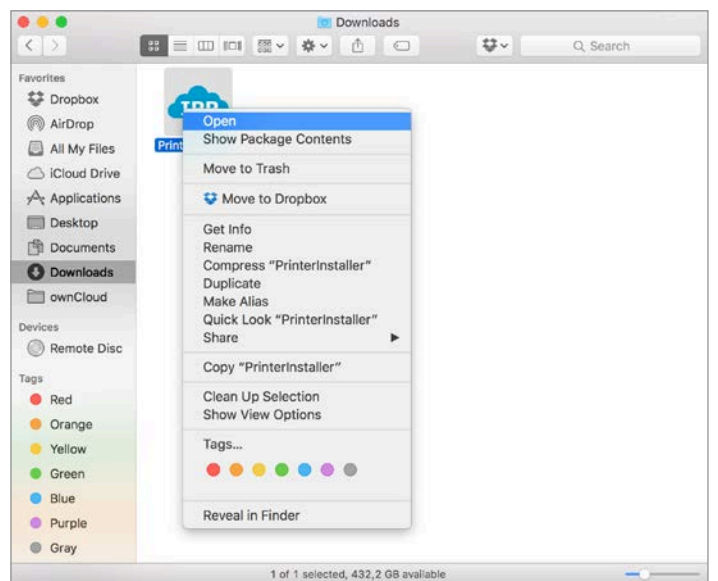
2.1

Open your Downloads folder.



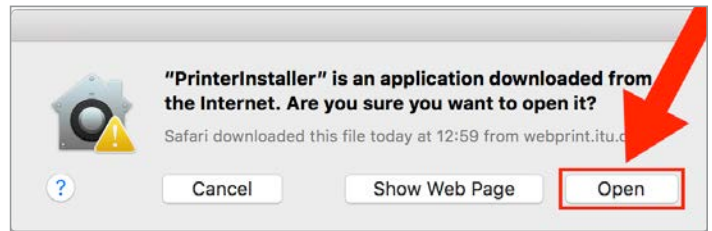
2.2

Right-click on "PrinterInstaller" and then, click on "Open".



2.3

Click on "Open".

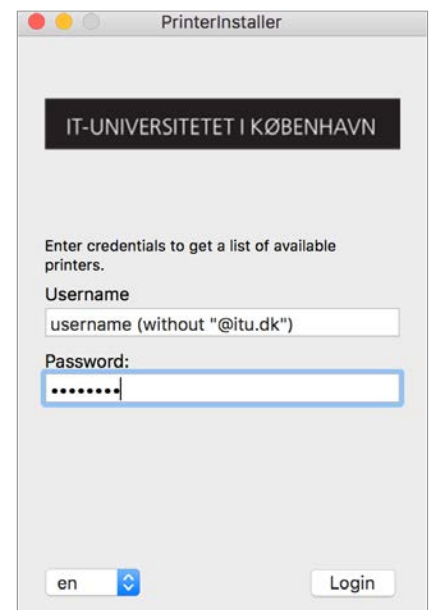


2.4

Fill in your login information by using your ITU username (without "@itu.dk") and ITU password.

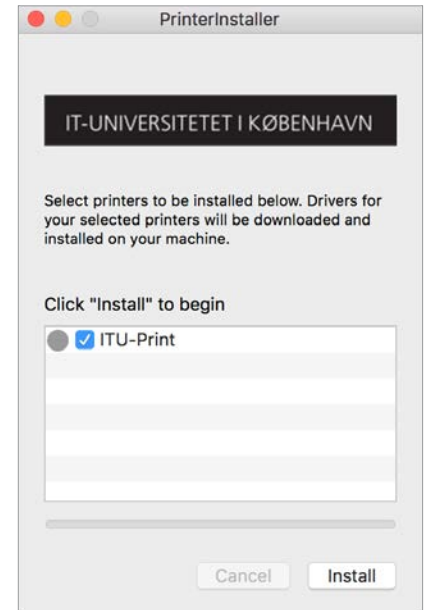
Then, click on "Login".

NB! You might have to click on the "PrintInstaller" icon to show this window.



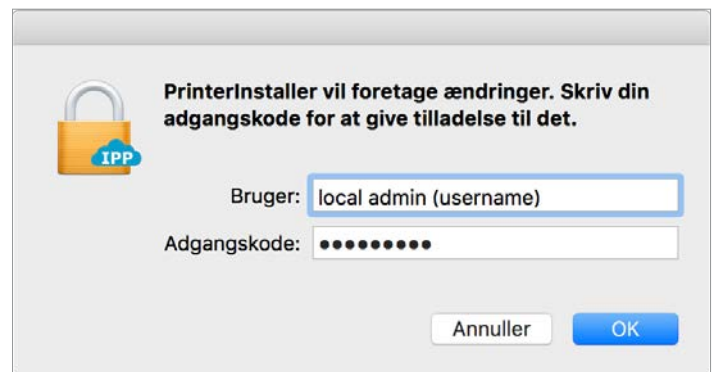
2.5

Click on "Install".



2.6

Fill in your login information using your local admin and password.

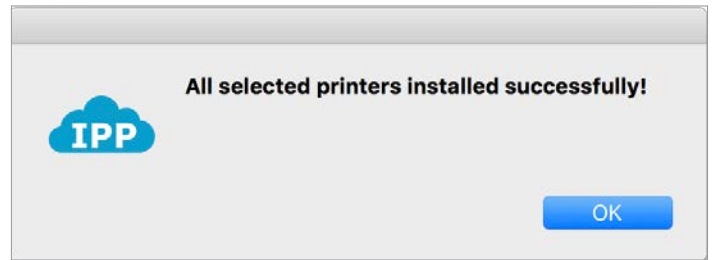


2.7

The installation is done.

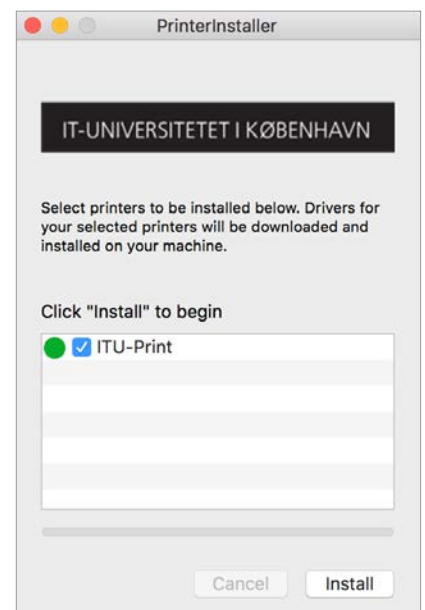
You can now print local from your own computer and choose the appropriate preferences for your print.

The printer name is "ITU-Print".



2.8

The installation is done. Therefore, you can just close the installation window.



3

Print
from an
ITU printer

3.1

Choose "ITU-Print" in the printer settings when printing a document.

Go to a printer located at the university.



3.2

Swipe your card over the card reader located on the side of the printer screen.



3.3

On the printer screen, choose one of the following options:

1. "Follow-You Printing" to see a list of documents uploaded within the last 24 hours. From this list, choose a document and click on "Print" to print.
2. "Release All" to print all documents uploaded within the last 24 hours.

After printing, click on "Logout".



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