IT DEPARTMENT





User manual

A guide on how to install printer driver on Mac OS

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Download printer software

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.

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	English \$	(
	IHAGEN	IVERSITY OF COPEN	IT U	
		Please login		
		Username:		
		password;		
		Login		



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





Install printer software

Open your Downloads folder.



2.2

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



Clcik on "Open".



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.

2.4

Enter credentials to get	a list of available
printers.	
Username	
username (without '	'@itu.dk")
Password:	

2.5

Click on "Install".



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

2.6

	r vil foretage ændringer. Skriv dir for at give tilladelse til det.
Bruger:	local admin (username)
Adgangskode:	•••••

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.

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your selec	nters to be installed below. Drivers for ted printers will be downloaded and n your machine.
Click "Ins	stall" to begin
🔴 🗹 IT	U-Print
	Cancel Install



Print from an ITU printer

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

Go to a printer located at the university.



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





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".

RICOH Release All -



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