

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

General Information

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 primary contact for assistance with the VolPrint system, including installing the print queues on your laptop, is the OIT Help Desk.

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.

Information about pricing, refunds, and contact information for the OIT Help Desk in the event of problems with the system can be found here: <https://oit.utk.edu/labs/volprint/Pages/how-printing-works.aspx> Please note that none of the college staff can assist with refunds or reprints.

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

(Mac installation instructions begin on page four below.)

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.)

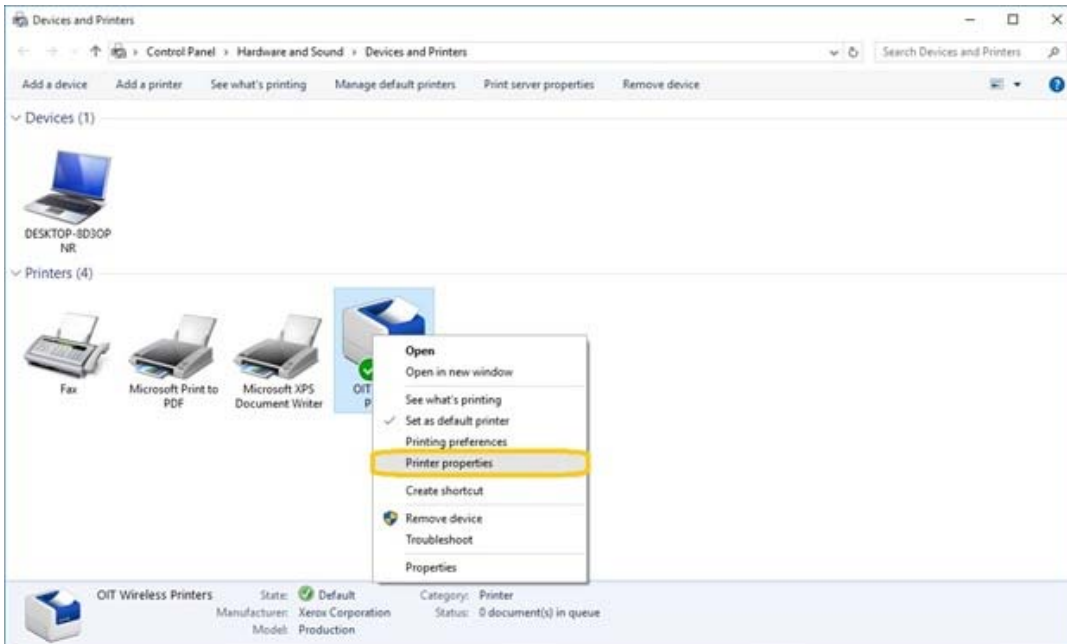
Go to the OITXerox share on the college file server - <\\utk-cadfiler.cap.utk.edu\OITXerox> - and look for a file labeled either "OIT Wireless Create" or "OIT Wireless Create.bat" (name depends on user's system preferences.) Just double click to run it.

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.

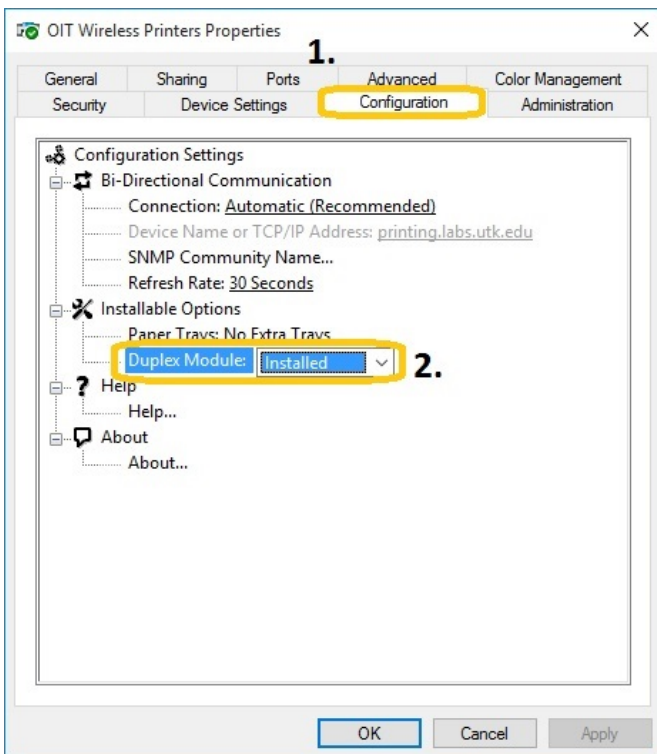
Once this is complete, go to Control Panel > Devices and Printers and you will see two new printers: "OIT Color Wireless Printers" and "OIT BW Wireless Printers". Note that duplexing is available on the VolPrint Color Printers, but NOT on the B&W printers. If you would like to enable the duplexing option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

1. Find the printer named "OIT Color Wireless Printers and right click on the printer icon and select Printer Properties

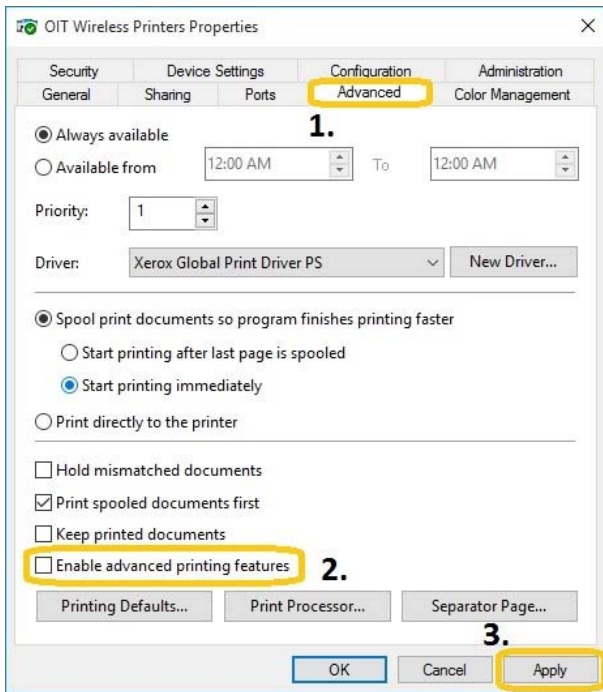
Note: It may take a few minutes for printer properties to show up.



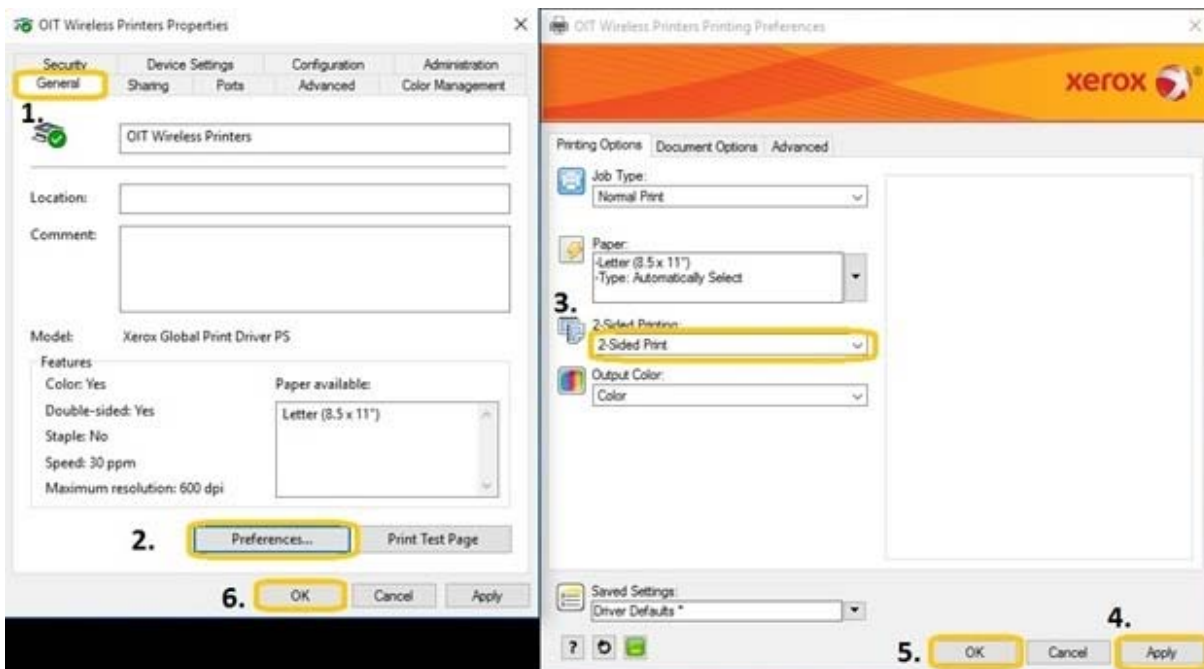
2. When the Printer Properties Window opens,
 1. Click Configuration
 2. Ensure that the Duplex Module is installed.



3. In the same Printer Properties Window,
 1. Select the Advanced tab
 2. Check Enable advanced printing features
 3. Click Apply



14. Next in the Printer Properties window
 1. Click on the General Tab
 2. Select Preferences
 3. Select 2-Sided Print
 4. Click Apply
 5. Click OK
 6. Click OK in the properties window



OIT VolPrint Printer Installation for Mac OS

(Windows installation instructions begin on page one above.)

BEEFORE YOU BEGIN - COLOR: Download the drivers for the Phaser 7500 color printer from Xerox's support page:

<http://www.support.xerox.com/support/phaser-7500/downloads/enus.html?operatingSystem=macosx1011&fileLanguage=en>

Run the driver package. (Just click "Continue" when it wants to discover a printer, and again when it cannot create a queue.)

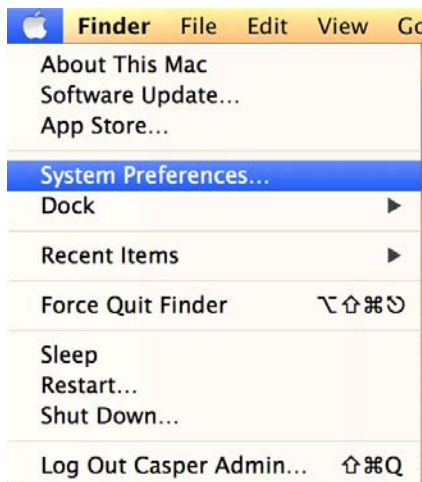
BEEFORE YOU BEGIN – BW: Download the drivers for the HP LaserJet 700 M712 BW printer from Apple's support page:

https://support.apple.com/kb/DL1888?locale=en_US

Run the driver package.

Now 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 four – one for the B&W printer and one for the color printer. Step five is an optional procedure to allow duplexing on the color printer. (Note that duplexing is not an option on the B&W printer.)

1. Click the Apple symbol in the toolbar (at upper left of desktop). Click System Preferences.

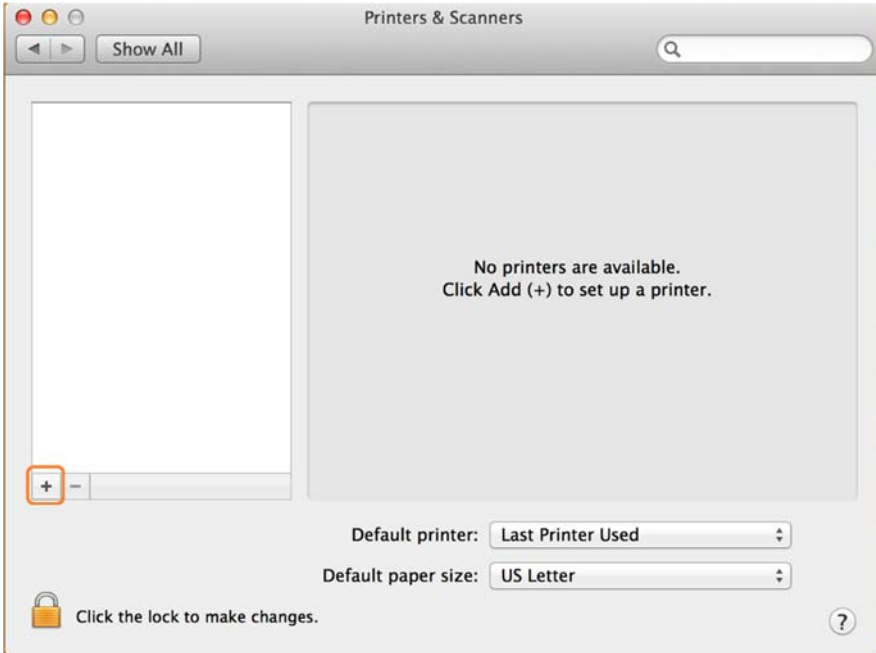


2. Select Printers & Scanners:



3. Click on Printers & Scanners, then click the + button to add a printer.

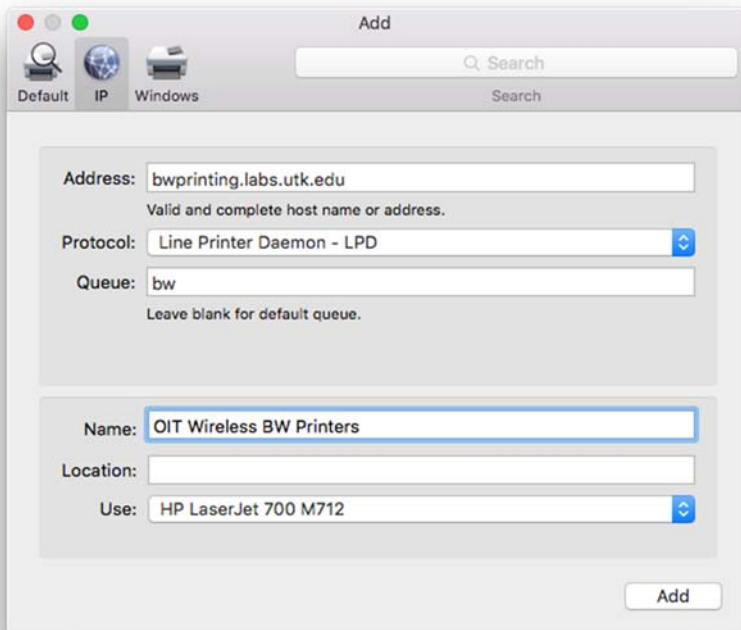
Note: You may need to enter your administrator username/password for your computer.



4a. This for or the black and white VolPrint printer ONLY. See Step 4b below to install the color VolPrint printer.

Fill out the information as seen below

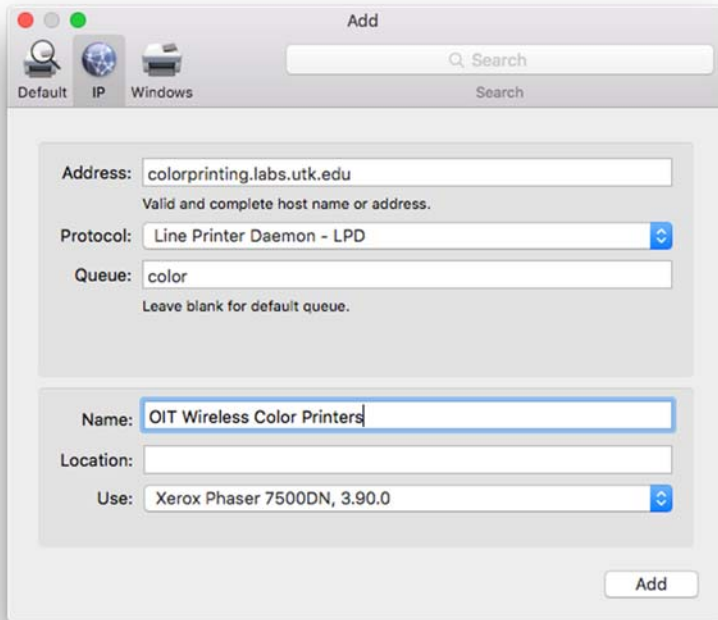
- Enter **bwprinting.labs.utk.edu** in the Address box.
- Make sure **Line Printer Daemon - LPD** is selected next to Protocol.
- Enter **"bw"** in the Queue box.
- Enter **OIT BW Wireless Printer** in the Name box.
- Select **HP LaserJet 700 M712** under Use:



4b. This is for the color VolPrint printer ONLY. See Step 4a 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 **OIT Color Wireless Printer** in the Name box.
- Select **Xerox Phaser 7500DN** under Use / Select Software:



5. This is an optional step for the color VolPrint printer ONLY. Note that duplexing is not an option on the B&W printer.

Select Duplex Printing

