

Installing Network Printers

To install a campus network printer:

1. In your web browser, go to <http://www.snc.edu/printers>.
2. Find the printer you want to install in the list and click on it. If you have never installed a campus printer before, you may be prompted to install the iPrint client first. Follow the instructions on the screen to do so.
3. When asked if you want to install it, click Yes. If you want this printer to be your default printer, check the “Set printer as default” box.
4. Wait for the printer to be installed. If you see warnings from anti-spyware programs, allow the changes.
5. When it says that it was installed successfully, click OK.

Notes

- Depending upon your operating system, when you print to a network printer, you may be asked to log in once per session or every time you print. Log in with your 6-character network login ID and password.
- The first time you print from any program after installing a printer, a printer other than your default may be selected. Take note of what’s in the “Printer Name” box and use the drop-down list to change it if necessary.
- If you need to charge printing to multiple departmental accounts, your printers will need to be set up differently. Contact the Help Desk for assistance.

Setting/changing the default printer

Windows

Go to Start – Settings – Printers and Faxes. Right-click on the printer and choose Set as Default Printer.

Mac

Go to System Preferences – Print & Fax. Choose the desired printer from the “Default printer” drop-down menu.

Fixing Firefox printing problems

1. In Firefox’s address box, type: **about:config** (no spaces before or after the colon) and press Enter.
2. Scroll down to the line starting with `print.print_printer`. If you don’t have that line, then everything is correct.
3. Right-click on the `print.print_printer` line & choose Reset.
4. Close Firefox.
5. Make sure that the correct default printer is set (see above).
6. Reopen Firefox.

Fixing Thunderbird printing problems

1. In Thunderbird, go to Tools - Options.
2. Under Advanced, on the General tab, click on the Config Editor button.
3. Scroll down to the line starting with `print.print_printer`. If you don’t have that line, then it is already correct.
4. Right-click on the `print.print_printer` line & choose Reset.
5. Close the configuration window, then click OK to close the Options window.
6. Close Thunderbird.
7. Make sure that the correct default printer is set (see above).
8. Reopen Thunderbird.

Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or helpdesk@snc.edu. The Help Desk is for St. Norbert College students and employees only.