

Printer Setup

ATTENTION: PLEASE DO NOT FORGET TO ADD THE PROGRAM CODE TO EACH PRINTER!!!

Rathgeber Village

1. Click the Windows button in the bottom left of your screen
2. Type "Internet Explorer"
3. Press enter
4. In the URL bar, enter: <http://sprint2/printers/>
5. Click on the printer you would like to connect to
6. Under Printer Actions choose the button to "Connect"
7. Click Yes on the popup to confirm the new printer connection
8. IMPORTANT: All printers except for the ones in Cottages D, E, and H REQUIRE Program Codes! Check you have added the Program Code before filing a ticket for help!!!

Grove/Liza's/PlanetSAFE

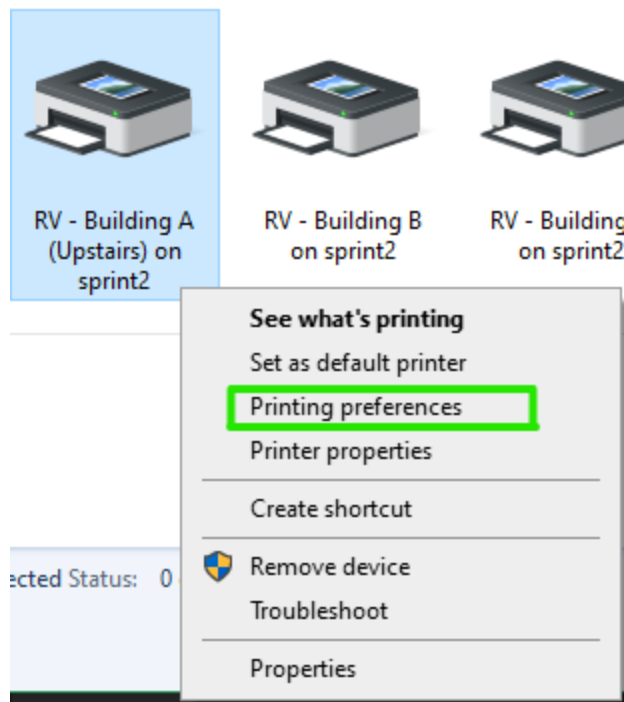
1. Click the Windows button in the bottom left of your screen
2. Type "Internet Explorer"
3. Press enter
4. In the URL bar, enter: <http://sprint1/printers/>
5. Click on the printer you would like to connect to
6. Under Printer Actions choose the button to "Connect"
7. Click Yes on the popup to confirm the new printer connection

Add Program Code to Printer

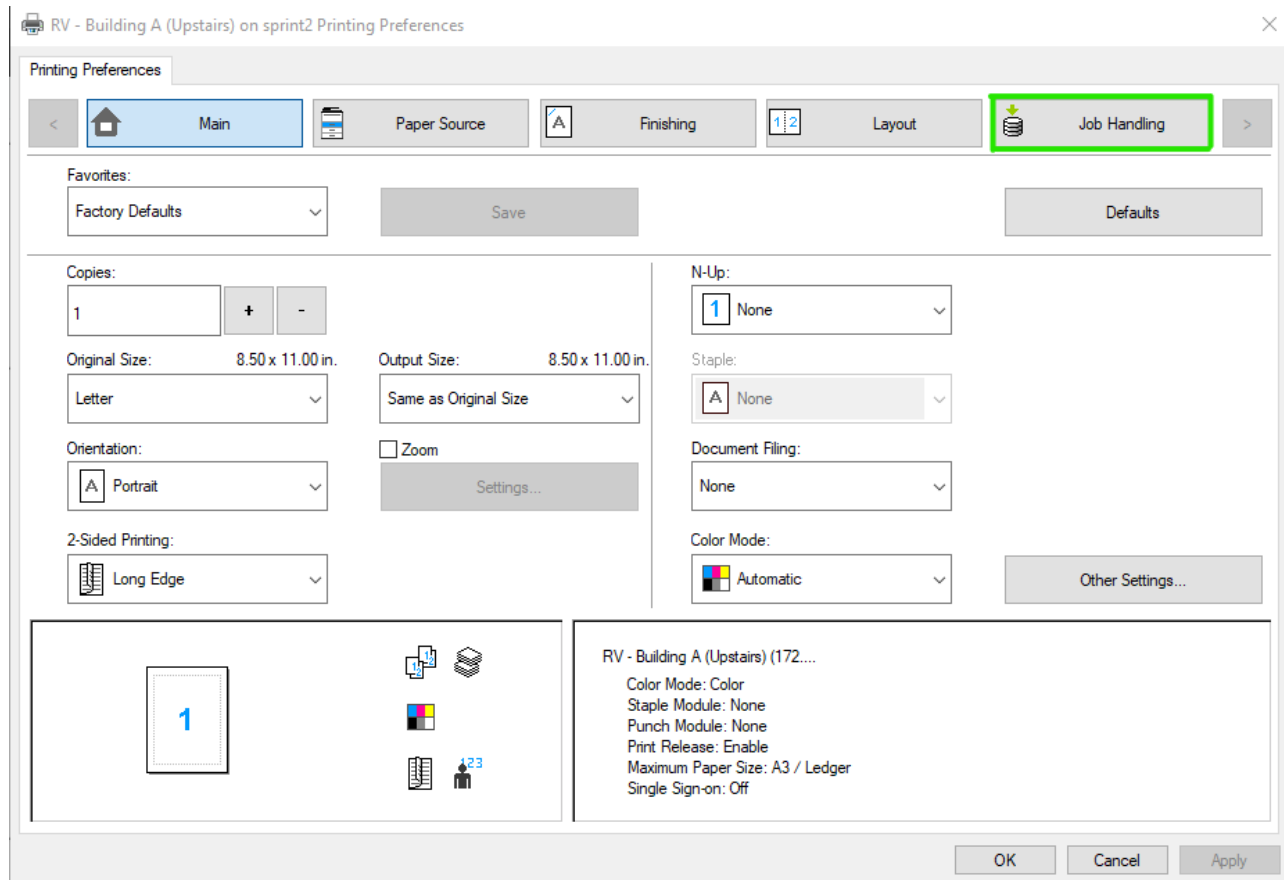
Note: This doesn't apply to Cottages D, E, or H.

1. In the Start menu, search for "Printer" and you will click on "Devices and Printers" or "Printers and Scanners", depending on which version of Windows is running on your computer.

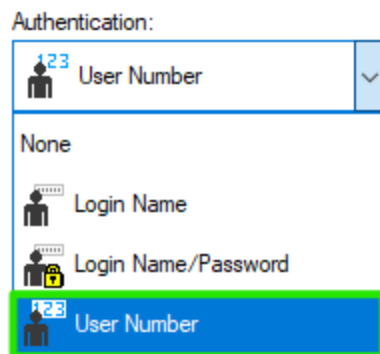
2. On Windows 10, select the printer you want to use, and click the “Manage” button, then select either the “Printer properties” or “Printer preferences” selection. Note: Some printers have the setting we need to change in either of those 2 management windows.
3. On Windows 7, right-click the printer you want to use, and click the “Manage” button, then select either the “Printer properties” or “Printer preferences” selection. Note: Some printers have the setting we need to change in either of those 2 management windows.
4. Once the window has appeared, look for an option relating to “Job handling”, and select the authentication as “User number”. Depending on the manufacturer of the printer, the “User number” will either be your 4-digit program code or the number zero + your 4-digit program code. For example: A SHARP printer will require the 5 digit code, while a Kyocera printer will only require a 4-digit code. If you do not know your program code, ask your supervisor and they can provide it to you. Once entered, the formatting should look similar to this example: If you are in Strong Start, enter “05070” into the User number field.
5. Click OK to close out of the windows, and now you will be able to print!



“Printing preferences”



Switch to the "Job Handling" tab.



Choose User Number.

Authentication:

 123 User Number 

User Number:

•••••

☐ User Name

☐ Job Name

☐ Auto Job Control Review

*User number is your Program Code, with a leading 0 (zero)
in front.*

Should you have any issue, please file a ticket to the IT team “Tech Support” department

Helpdesk website: helpdesk.safeaustin.org