ISTITUTO ITALIANO DI TECNOLOGIA

Printers Installation

Contents

ICT User Guide

How to install a printer

Find the code of the printer you need to install: you may find it on the IIT label (e.g. **IITMFPxxx** or **IIT-PRTxxx**);

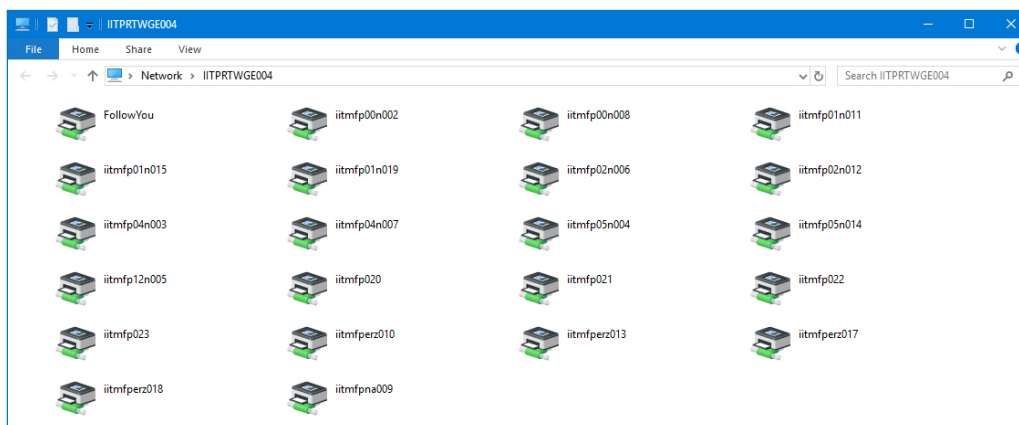By pressing the **Windows key + R** on your keyboard, or by clicking on **Start -> Run** the following pop-up will appear:

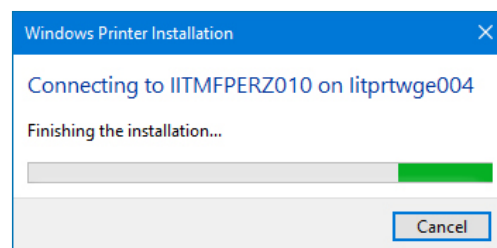| Run	
Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.	
Open: \\IITPRTWGE001	
OK Cancel Browse...	
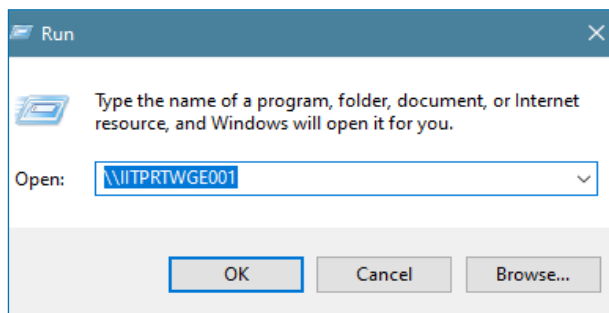
Note
- If you want to install a multifunction printer labeled IITMFPxxx (your floor printer) type **\\IITPRTWGE001;**
- If you want to install a printer labeled IITPRTxxx (office printer) type **\\IITPRTWGE002**.
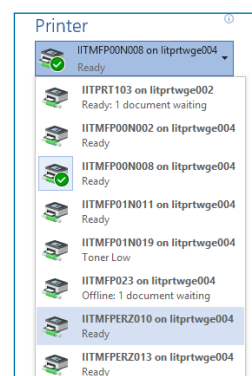
Click OK to confirm. The following window will appear, showing all the available printers:

IITPRTWGE004			
FollowYou	iitmfp00n002	iitmfp00n008	iitmfp01n011
iitmfp01n015	iitmfp01n019	iitmfp02n006	iitmfp02n012
iitmfp04n003	iitmfp04n007	iitmfp05n004	iitmfp05n014
iitmfp12n005	iitmfp020	iitmfp021	iitmfp022
iitmfp023	iitmfperz010	iitmfperz013	iitmfperz017
iitmfperz018	iitmfpna009		

Find the printer you need and select it by double-clicking, it will be automatically installed.

Windows Printer Installation

Connecting to IITMFPERZ010 on iitprtwge004

Finishing the installation...

Cancel

The printer is now configured and you will be able to select it from the printing devices drop-down menu:

Printer
- IITMFP00N008 on iitprtwge004 — Ready
- IITPRT103 on iitprtwge002 — Ready: 1 document waiting
- IITMFP00N002 on iitprtwge004 — Ready
- IITMFP00N008 on iitprtwge004 — Ready
- IITMFP01N011 on iitprtwge004 — Ready
- IITMFP01N019 on iitprtwge004 — Toner Low
- IITMFP023 on iitprtwge004 — Offline: 1 document waiting
- IITMFPERZ010 on iitprtwge004 — Ready
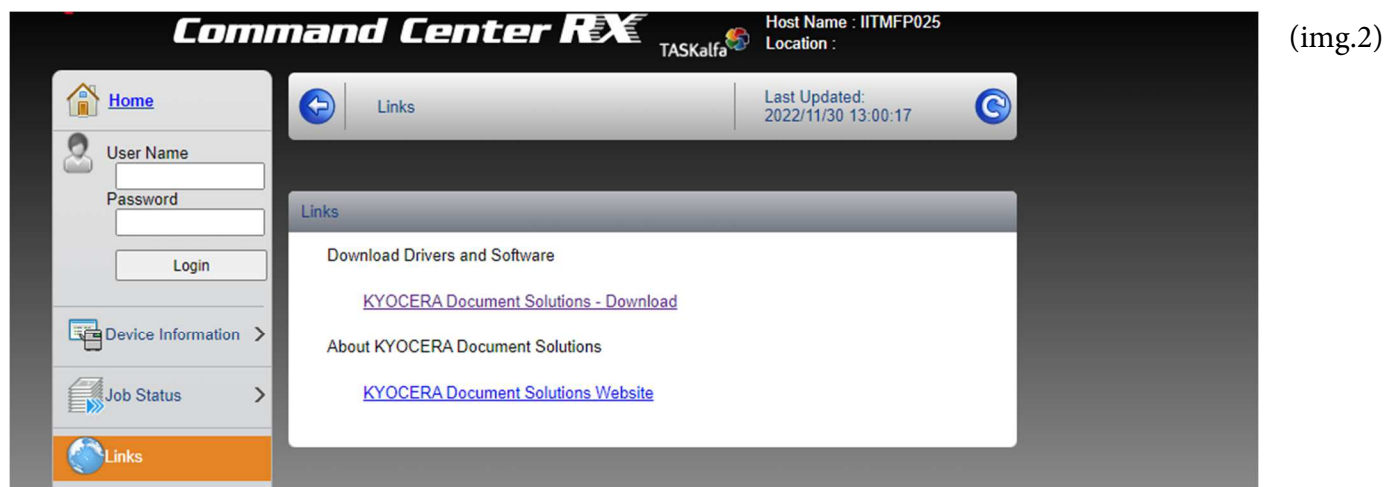- IITMFPERZ013 on iitprtwge004 — Ready
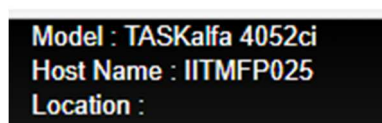
Installing Multifunction Printers on MacOS

1.Search on a bowser for the name of the printer. (img.1)

(img.1)

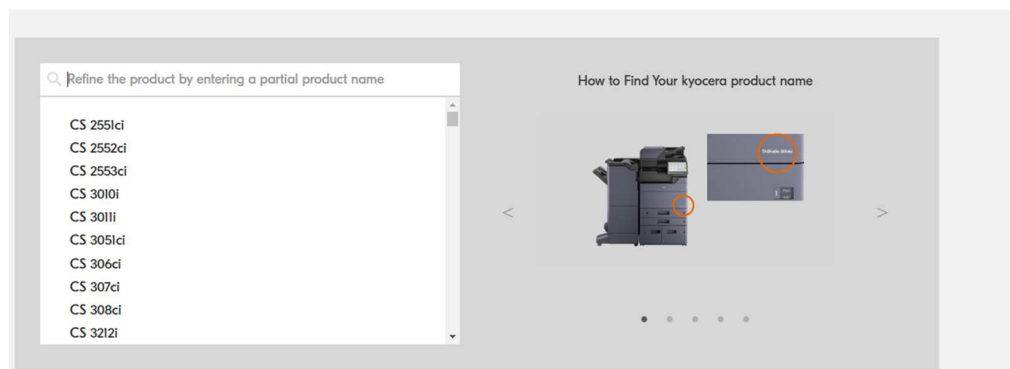2.Go to 'links' and select the first link provided. (img. 2)

(img.2)

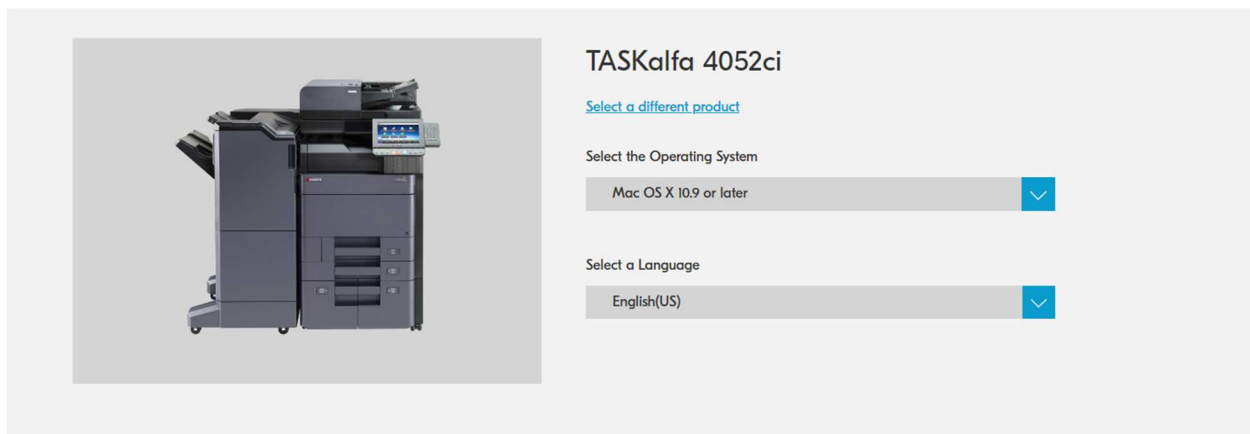3.Enter the model name (img.3) in the search bar of the Kyocera website (img.4)

information in the top right-hand corner of the Kyocera 'Command Centre Rx'.

(img.3)

(img.4)

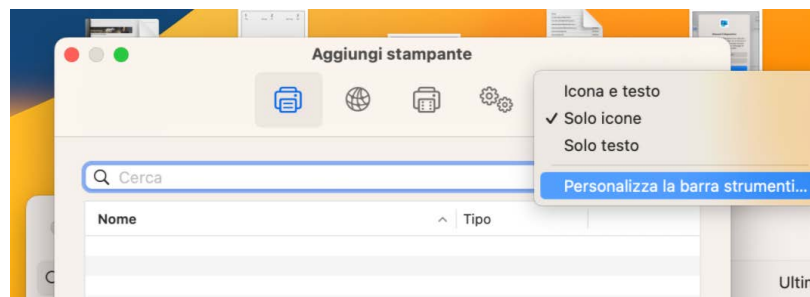4.Select language and version (img.5) and install drivers (img. 6)

TASKalfa 4052ci

Select a different product

Select the Operating System

Mac OS X 10.9 or later

Select a Language

English(US)

File name	Version	Release date	File size		
Mac Printer Driver(10.9 and up)	Ver5.4.0711	2022/08/09	32.6MB	ⓘ	↓

Go to settings, printers and select "Customise toolbar..." by right-clicking in the top bar. (img.7)

Aggiungi stampante

Icona e testo
✓ Solo icone
Solo testo

Personalizza la barra strumenti...

Q Cerca

Nome   ∧ Tipo

Ultim

6.Then drag the settings named 'Advanced' into the top bar to add them to the default settings (img.8)

Aggiungi stampante

Trascina i tuoi elementi preferiti nella barra strumenti...

Windows   IP   Default   Avanzate

Spazio   Spazio flessibile
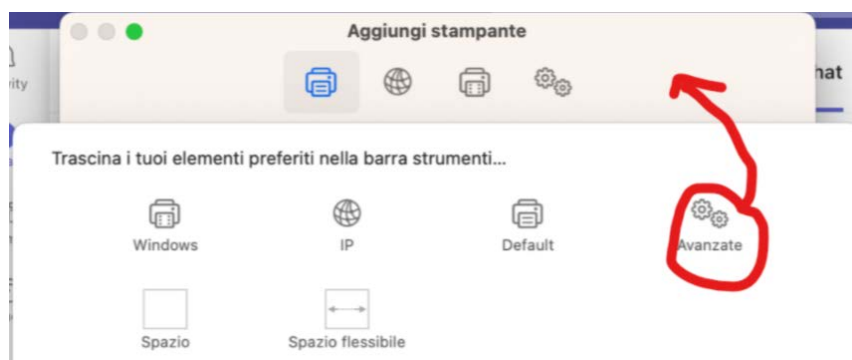
7.Now enter the advanced settings, previously entered, and enter the data (img.9, example)

Aggiungi stampante	
Tipo:	Windows printer via spoolss
Dispositivo:	Un altro dispositivo
URL:	smb://iitprtwge001/IITMFP025
Nome:	IITMFP025
Posizione:	printer 10 piano
Usa:	Scegli un driver...

8.Choose the installed driver and select add