

# Information Services

## Wi-Fi Printing at Scottish Borders Campus

### High Mill Building

#### Introduction

University users can now print from their own personally owned laptop or macbook devices to any of the University's **Multi-Function Device Printers** located in the **High Mill Building** using the University's Wi-Fi Print Services.

This document provides information on how to access this print service and how to install the appropriate print queues to personal Laptop or Macbook devices.

These instructions have been tested on Mac and PC devices with healthy operating systems, we cannot guarantee that they will work if your device's operating system has performance issues or whose operating system is not up to date.

#### Important

***Please note that you will only be able to access the University's Wi-Fi Print Service when connected to the University's Eduroam Wi-Fi Service which is only available in the High Mill Building.***

All printing done on the University's Wi-Fi Print Service will be charged against your University Print Quota Balance, please ensure you have sufficient print credit to support your printing.

#### Basic Printing

Users can do basic printing ie printing of Microsoft Office or PDF Documents up to a **file size limit of 20Mb** by uploading their document to our Wi-Fi Print Service web page, this can be done by following these instructions

1. Ensure that your personal device is connected to Eduroam Wi-Fi in the High Mill
2. Login to <https://hwwifiprinting.hw.ac.uk> using your short HWU username e.g. cengs12 and password (same as Vision password)
3. At the welcome page at **Upload Document To Print** use the browse option to navigate and select the file you wish to print.
4. When selected click **Next**
5. prior to selecting a printer you can use the advance option of the printer if you wish to select
  - a. Number of copies.
  - b. Print specific pages.
  - c. Print single sided.
6. once processed select either **Print-Black** or **Print-Colour** to print the document ready for release on one of our devices.
7. Login to any of the University's MFD Printers in the High Mill and release your print job as you would do if printing from one of the University's Student PCs.
8. Please note that you will only be charged for your print job once you have released it on the MFD Printer

#### Standard Printing

To be able to print from any application on your personal device including Adobe Creative Cloud Applications you will need to use the Direct Print option within our Wi-Fi Print Service.

**There is no limit to the file size that you can print using standard printing however please note that files over 20Mb may take around 10 Minutes to appear for release on our MFDs.**

To install Direct Print queue's carry out the following instructions for Laptop and Mac Devices

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#### Apple Mac Install Instructions

The instructions below provide guidance on how to install the University's Print-Black and Print-Colour Print Queues on to a personally owned macbook.

#### Connect to the internet

Firstly ensure that your Macbook is connected to Eduroam Wi-Fi in the High Mill.

#### Download Print Driver

Next download the Ricoh MPC 6004 ex PostScript Driver by clicking on the link below or copy and paste it into a web browser

[http://support.ricoh.com/bb/html/dr\\_ut\\_e/re1/model/mpc4504ex/mpc4504ex.htm](http://support.ricoh.com/bb/html/dr_ut_e/re1/model/mpc4504ex/mpc4504ex.htm)

Select the install options for the Mac OS you have installed e.g. High Sierra, Mojave or Catalina

#### Install Print Queues

Follow the steps below to install **Print Black** and **Print Colour** print queues

1. Login to <https://hwwifiprinting.hw.ac.uk>, using your short HWU username e.g. cengs12
2. Install Black Print Release
3. Select **Driver Print**
4. Select **Mac** as your OS
5. Select **Simple Direct (2)** as your destination printer
6. Select **Continue**
7. Select **Print-Black**
8. Follow online instruction (3) cut and paste addresses where necessary
9. You may also need to precede the address with https://
10. For Name enter **SBC Print Black**
11. For driver selected the Ricoh MPC6004ex Postscript driver
12. Follow remaining online steps until 6.

Finally to enable stapling you must add the finisher unit to the Print-Black queue, to do so follow the instructions below.

From the **Printers and Scanners** window highlight **SBC Print Black**, then select **Options & Supplies** shown in fig 1. From the resultant window select **Options** tab and then from the **Finisher** option select **SR3240**, then OK. Fig 2.

Fig 1.

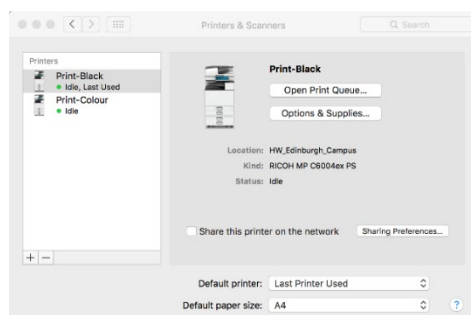
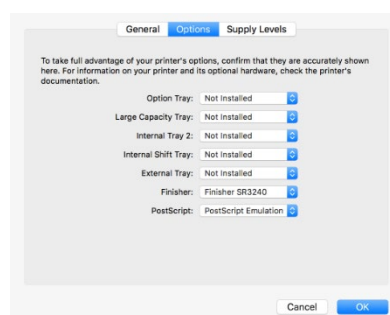


Fig 2.



Repeat the steps above to add the **Print-Colour** Queue, however in step 6 select **Print-Colour** and step 10 the name should be **SBC Print Colour**.

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### Windows Laptop Install Instructions

The instructions below provide guidance on how to install the University's Print-Black and Print-Colour Print Queues on to a personally owned windows laptop.

#### Connect to the internet

Firstly ensure that your Macbook is connected to Eduroam Wi-Fi in the High Mill.

#### Download Print Drivers

Next download the Ricoh MPC 6004 ex PostScript Driver by clicking on the link below or copy and paste it into a web browser

[http://support.ricoh.com/bb/html/dr\\_ut\\_e/re1/model/mpc4504ex/mpc4504ex.htm](http://support.ricoh.com/bb/html/dr_ut_e/re1/model/mpc4504ex/mpc4504ex.htm)

Ensure that the Windows Operating System of your laptop is selected

From the available Print Drivers download the **PostScript3 Driver**

Once downloaded, run the file and unzip to a folder on your computer, **remember this location.**

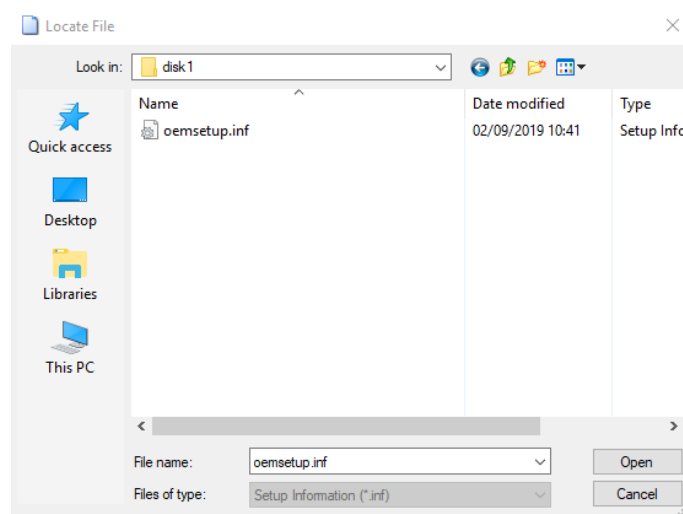
#### Install Print Queues

Follow the steps below to install **Print Black** and **Print Colour** print queues

1. Login to <https://hwwifiprinting.hw.ac.uk>, using your short HWU username e.g. cengs12
2. Install Black Print Release
3. Select **Driver Print**
4. Select **Windows** as your OS
5. Select **Simple Direct(2)**
6. Select **Print-Black** as your destination printer
7. Follow the online instructions until Step 6.

When prompted to select a driver, select **Have Disk**

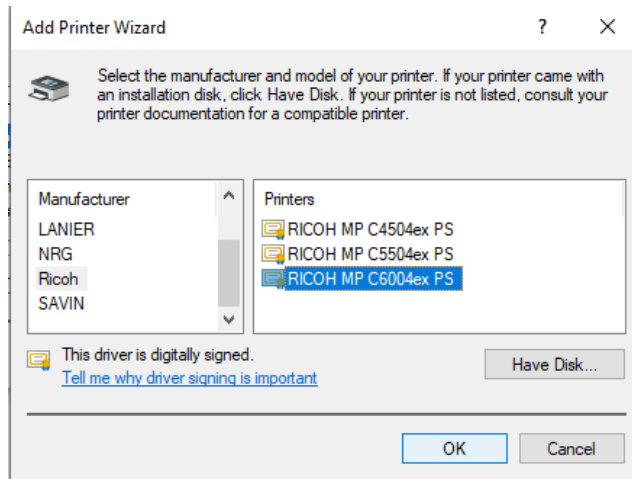
Browse to the driver folder that you unzip the driver too, then within it Browse to **Disk1** Folder then select the **oemsetup.inf** file, then click **Open**, then **OK**



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In the resultant window shown below, under Manufacturer select **Ricoh**, then from the available Printers select **Ricoh MP 6004ex PS**, then Ok



The Printer install will now continue to completion, follow the same procedure from Step 2. to install the Print-Colour printer.

### Enable Stapling

To enable stapling on the Print-Black and Print-Colour queues follow the instructions below (Windows 10)

1. Open **Printers and Scanners** system settings, by typing Printers into the search field.
2. Select either the **Print-Black** or **Print-Colour** print queue you have just installed
3. Select **Manage**
4. Select **Printer properties**
5. From the resultant printer window select the **Accessories** tab
6. From the available Options select(tick) **Finisher SR3240**
7. **OK** to complete enablement.